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PART 5 - MANAGEMENT SERVICES

GWTER 6 - SUPPLY MANAGEMENT' - CENTRAL OPERATIONS

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5-6.6 ADP REPORTS - SUPPLY SERVICE CENTER

THIS SECTION PROVIDES COMPLETE DETAIL INFORMATION ON EACH ADP REPORT PROCESSED BY THE SUPPLY SERVICE CENTER.

5-6.6A REPORT NO. 1 - TRANSACTION COUNT

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; TYPE OF TRANSACTION
- c. START NEW PAGE - CHANGE IN AREA
- d. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. INFORMATION FOR THIS REPORT IS OBTAINED FROM THE DAILY INPUT TRANSACTIONS AND MONTHLY /Y-T-D FILE.

(3) REPORT CONTENTS

a. DIRECT ISSUES

- (1) REGULAR - COUNT OF RECORDS WITH TRANSACTION CODES 02, 04, 05 AND 06.
- (2) REVERSALS - COUNT OF RECORDS WITH TRANSACTION CODES OK, OM, ON AND OO.

b. DUE INS

- (1) REGULAR - COUNT OF RECORDS WITH TRANSACTION CODES 12, 14, 15 AND 16.



5-6.6A continued

(21) REVERSALS - COUNT OF RECORDS WITH TRANSACTION CODES 1K, 1M, 1N AND 1O.

(3) REJECTED-COUNT OF ANY REGULAR AND REVERSAL DUE INS THAT WERE DETECTED IN THE UPDATE

c. tiCEIE\*rs

(1) REGULAR - COUNT OF RECORDS WITH TRANSACTION CODES 22, 24, 25 AND 26.

(2) REVERSALS - COUNT OF RECORDS WITH TRANSACTION CODES 2K, 2M, 2N AND 2O.

(3) REJECTED - COUNT OF ANY REGULAR AND REVERSAL RECEIPTS THAT WERE REJECTED IN THE UPDATE PROCESS.

d. ISSUES

(1) REGULAR - COUNT OF RECORDS WITH TRANSACTION CODES 32 AND 33.

(2) REVERSALS - COUNT OF RECORDS WITH TRANSACTION CODES 3K AND 3L.

**(3) REJECTED - COUNT OF ANY REGULAR AND REVERSAL ISSUES THAT WERE REJECTED IN THE UPDATE PROCESS.**

e. BACK ORDERS

(1) RELEASED - COUNT OF RECORDS WITH TRANSACTION CODE 31.

(2) CANCELLED- COUNT OF RECORD SWITCH TRANSACTION CODE 3J.

f. ADJUSTMENTS

(1) REGULAR - COUNT OF RECORDS WITH TRANSACTION CODES 27, 34, 35, 36 AND 37.



5-6.6A continued

- (2) REVERSALS - COUNT OF RECORDS WITH TRANSACTION CODES 2P, 3M, 3N, 3O AND 3P.
- (3) REJECTED - COUNT OF ANY REGULAR AND REVERSAL ADJUSTMENTS THAT WERE REJECTED IN THE UPDATE

g. AREA MASTERS

- (1) ADDED - COUNT OF RECORDS WITH TRANSACTION CODE 4A.
- (2) CHANGED -- COUNT OF RECORDS WITH TRANSACTION CODE 4C.
- (3) DELETED - COUNT OF RECORDS WITH TRANSACTION CODE 4D.
- (4) REJECTED- COUNT OF ANY AREA MASTER RECORDS THAT WERE REJECTED IN THE UPDATE PROCESS.

h. STATION MASTERS

- (1) ADDED - COUNT OF RECORDS WITH TRANSACTION CODE 5A.
- (2) CHANGED - COUNT OF RECORDS WITH TRANSACTION CODE 5C.
- (3) DELETED - COUNT OF RECORDS WITH TRANSACTION CODE 5D.
- (4) REJECTED - COUNT OF ANY STATION MASTER RECORDS THAT WERE REJECTED IN THE UPDATE PROCESS.

(4) REPORT TOTALS

- a. PROVIDE DAILY PROCESSING COUNTS, ACCUMULATED MONTHLY AND YEAR-TO-DATE COUNTS BY TYPES OF TRANSACTIONS.
- b. PROVIDE OVERALL AREA TOTALS.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6A REPORT LAYOUT

REPORT NO. 1 TRANSACTION COUNTS		DATE		
		DAILY COUNT	MONTHLY COUNT	Y-T-D COUNT
DIRECT ISSUES	- REGULAR	X,XXX	XX,XXX	XXX,XXX
	- REVERSALS	X,XXX	XX,XXX	XXX,XXX
DUE INS	- REGULAR	X,XXX	XX,XXX	XXX,XXX
	- REVERSALS	X,XXX	XX,XXX	XXX,XXX
	- REJECTED	X,XXX	XX,XXX	XXX,XXX
RECEIPTS	- REGULAR	X,XXX	XX,XXX	XXX,XXX
	- REVERSALS	X,XXX	XX,XXX	XXX,XXX
	- REJECTED	X,XXX	XX,XXX	XXX,XXX
ISSUES	- REGULAR	XX,XXX	XX,XXX	XXX,XXX
	- REVERSALS	XX,XXX	XX,XXX	XXX,XXX
	- REJECTED	XX,XXX	XX,XXX	XXX,XXX
BACK ORDERS	- RELEASED	X,XXX	XX,XXX	XXX,XXX
	- CANCELLED	X,XXX	XX,XXX	XXX,XXX
ADJUSTMENTS	- REGULAR	X,XXX	XX,XXX	XXX,XXX
	- REVERSALS	X,XXX	XX,XXX	XXX,XXX
	- REJECTED	X,XXX	XX,XXX	XXX,XXX
AREA MASTERS	- ADDED	X,XXX	XX,XXX	XXX,XXX
	- CHANGED	X,XXX	XX,XXX	XXX,XXX
	- DELETED	X,XXX	XX,XXX	XXX,XXX
	- REJECTED	X,XXX	XX,XXX	XXX,XXX
STATION MASTERS	- ADDED	X,XXX	XX,XXX	XXX,XXX
	- CHANGED	X,XXX	XX,XXX	XXX,XXX
	- DELETED	X,XXX	XX,XXX	XXX,XXX
	- REJECTED	X,XXX	XX,XXX	XXX,XXX
TOTAL		XX,XXX	XX,XXX	XXX,XXX



## MANAGEMENT SERVICES

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### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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##### 5-6.6B REPORT NO. 3 - REJECTED DUE IN TRANSACTIONS

###### (1) GENERAL INFORMATION

- a. FREQUENCY-DAILY.
- b. REPORT SEQUENCE - AREA; STATION; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGMENT.

###### (2) SELECTION OF ITEMS FOR REPORT

- a. REJECTED DUE IN TRANSACTIONS - SELECT THOSE DUE IN TANS ACTIONS ARE REJECTED IN THE UPDATE PROCESS. T.E., NO STATION MASTER ON FILE, NO DUE IN SPACE AVAILABLE, ETC.

- (3) PROCEDURES FOR CORRECTING TRANSACTIONS THAT APPEAR ON THIS REPORT ARE UNDER ADP SUPPLY REPORTS, SECTION 5-6.3A.M OF THIS CHAPTER.

###### (4) REPORT CONTENTS

- a. DATE - PROCESSING DATE, MONTH-DAY-YEAR
  - b. PAGE - COMPUTER GENERATED.
  - c. TRANSACTION CODE (TRANS CODE) - THE DUE IN TRANSACTION CODE AS CONTAINED IN THE INPUT TRANSACTION.
  - d. AREA CODE - AREA CODE AS CONTAINED IN THE INPUT TRANSACTIONS.
  - e. STATION CODE - STATION CODE AS CONTAINED IN THE INPUT TRANSACTION.
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CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.6B continued

- f. PURCHASE ORDER NUMBER - PURCHASE ORDER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC/ALPHA DATA, NOT ALL ZEROS. WHEN THE PURCHASE ORDER NUMBER CONTAINED IN THE DUE IN REVERSAL TRANSACTION DOES NOT MATCH ONE OF THE PURCHASE ORDER NUMBERS CONTAINED IN THE STATION MASTER, PRINT UNDER REMARKS, "NO PURCH ORDER MATCH".
- 8. DUE IN DATE-THE SCHEDULED DELIVERY DATE, CALENDAR MONTH, DAY, AND YEAR, AS CONTAINED IN THE INPUT TRANSACTION. THE CALENDAR MONTH IS TO BE NUMERIC 01-12. THE CALENDAR DAY IS TO BE NUMERIC 01-31. THE CALENDAR YEAR IS TO BE EQUAL TO THE CURRENT CALENDAR YEAR OR THE NEXT CALENDAR YEAR. PRINT IN A 2-2-2 GROUPING, SEPARATED BY A DASH. BLANK FOR DUE IN REVERSALS.
- h. GENERAL LEDGER ACCOUNT CODE (ACC CDE) - ACCOUNT CODE AS CONTAINED IN THE INPUT TRANSACTION; MUST AGREE WITH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP TABLE NO. 3, AND MATCH THE ACCOUNT CODE CONTAINED IN THE COMPUTER MASTER RECORD, WHEN THEY DO NOT MATCH. PRINT UNDER REMARKS, NO ACCOUNT MATCH. BLANK FOR DUE IN REVERSALS.
- i. SUB-SUB-ACTIVITY CODE (SUB SUB ACT)- THE SUB-SUB-ACTIVITY CODE AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC, OR BLANK.
- j. INDEX NUMBER - THE INDEX NUMBER AS CONTAINED IN THE INPUT TRANSACTION AND MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION. PRINT IN A 5-1 GROUPING, SEPARATED BY A DECIMAL. WHEN 'THERE IS NOT A STATION MASTER ON FILE, PRINT UNDER REMARKS, "NO MSTR". WHEN THERE IS NO DUE IN SPACE AVAILABLE (MAXIMUM OF THREE (3) DUE INS ALLOWED FOR EACH ITEM AT ANY ONE TIME), PRINT UNDER REMARKS, "NO SPACE AVAILABLE".
- k. QUANTITY-THE DUE IN QUANTITY AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC. MAYBE BLANK
- 1. VALUE - 'THE DUE IN VALUE AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC MAY BE BLANK FOR REVERSALS. SEPARATE DOLLARS AND CENT'S WITH A DECIMAL.



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6B continued

m. REMARKS - PRINT AS APPROPRIATE.

(51 REPORT TOTALS

a. PROVIDE NUMBER OF LINE ITEMS ON REPORT.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6B REPORT LAYOUT

REPORT NO. 3			REJECTED DUE IN TRANSACTIONS					DATE	PAGE	
TRAN CODE	AREA CODE	STAT CODE	PO NUMBER	DUE IN DATE	ACC CODE	SUB ACT	INDEX NUMBER	DUE IN QUANTITY	DUE IN VALUE	REMARKS
XX	XX	XX	XXXXXXXX	XX-XX-XX	X	XX	XXXXX.X	XXXXXX	XXXXXX.XX	XXXXXXXXXXXXXXXXXXXXXXX
12	40	05	0000514	09-24-85	3	01	01006.5	60	75.30	NO ACCOUNT MATCH
12	40	05	4005516	10-15-85	2	01	01033.2	240	356.40	NO SPACE AVAILABLE
1K	40	05	521				03038.4			NO PURCH ORDER MATCH

NUMBER LINE ITEMS 3



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.6C REPORT NO. 4 - REJECTED STORES STOCK RECEIPT TRANSACTIONS

###### (1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

###### (2) SELECTION OF ITEMS FOR REPORT ,

- a. REJECTED STORES STOCK RECEIPT. TRANSACTIONS - SELECT THOSE STORES STOCK RECEIPT TRANSACTIONS ~~THAT ARE -REJECTED IN THE UPDATE PROCESS~~ I.E., NO STATION MASTER ON FILE, NO ACCOUNT CODE MATCH, Etc.

###### (3) PROCEDURES FOR CORRECTING TRANSACTIONS THAT APPEAR ON THIS REPORT ARE UNDER SECTION 5-6.3AM, ADP SUPPLY REPORTS, OF 'MS CHAPTER.

###### (4) REPORT CONTENTS

- a. DATE - PROCESSING DATE, MONTH-DAY-YEAR
- b. PAGE - COMPUTER GENERATED.
- c. TRANSACTION CODE (TRAN CDE) - THE RECEIPT TRANSACTION CODE AS CONTAINED IN THE INPUT TRANSACTION.
- d. AREA CODE - AREA CODE AS CONTAINED IN THE INPUT TRANSACTION.
- e. STATION CODE - STATION CODE AS CONTAINED IN THE INPUT TRANSACTION.



5-6.6C continued

- f. PURCHASE ORDER NUMBER - PURCHASE ORDER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC/ALPHA OR BLANK
- g. VOUCHER NUMBER - VOUCHER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 2-2-4 GROUPING SEPARATED BY DASHES. THE FISCAL YEAR IS TO BE EQUAL TO THE CURRENT FISCAL YEAR OR THE PREVIOUS FISCAL YEAR: THE CALENDAR MONTH IS TO BE NUMERIC 01-12; THE VOUCHER SERIAL NUMBER IS TO BE NUMBERS 0001-9999.
- h. SOURCE CODE - THE SOURCE OF SUPPLY CODE AS CONTAINED IN THE INPUT TRANSACTION. MUST MATCH ONE **OF** THE SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.
- i. GENERAL LEDGER ACCOUNT CODE (ACC CDE) - ACCOUNT CODE AS CONTAINED IN THE INPUT TRANSACTION. MUST AGREE WITH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP TABLE NO 3 AND MATCH THE ACCOUNT CODE CONTAINED IN THE COMPUTER MASTER RECORD, WHEN THEY DO NOT MATCH, PRINT UNDER REMARKS, "NO MATCH ACCOUNT".
- j. SUB-SUB-ACTIVITY CODE(SUB SUB ACT) - THE SUB-SUB-ACTIVITY CODE AS CONTAINED IN THE INPUT TRANSACTION NUMERIC.
- k. INDEX NUMBER - THE INDEX NUMBER AS CONTAINED IN THE INPUT TRANSACTION AND MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION. PRINT IN A 5-1 GROUPING, SEPARATED BY A DECIMAL. WHEN THERE IS NOT A STATION MASTER ON FILE, PRINT UNDER REMARKS "NO MSTR".
- l. QUANTITY - THE RECEIPT QUANTITY AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC DATA, NOT ALL ZEROS WHEN THE RECEIPT REVERSAL TRANSACTION WILL CREATE A CREDIT CONDITION IN THE UPDATE PROCESSING REJECT THE TRANSACTION AND PRINT UNDER REMARKS "CREDIT BALANCE" WHEN THE PARTIAL (P CODE) RECEIPT QUANTITY IS EQUAL TO OR GREATER THAN THE DUE IN QUANTITY, REJECT THE TRANSACTION AND PRINT UNDER REMARKS, "EXCEED DUE IN QTY".



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT CENTRAL OPERATIONS

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5-6.6C continued

- m. VALUE - THE RECEIPT VALUE AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC DATA, NOT ALL ZEROS. SEPERATE DOLLARS AND CENTS WITH A DECIMAL. WHEN THE RECEIPT REVERSAL TRANSACTION WILL CREATE A CREDIT VALUE CONDITION IN THE UPDATE PROCESSING, REJECT THE TRANSACTION AND PRINT UNDER REMARKS, "CREDIT BALANCE". WHEN THE PARTIAL (P CODE) RECEIPT VALUE IS EQUAL TO OR GREATER THAN THE DUE IN VALUE, REJECT THE TRANSACTION AND PRINT UNDER REMARKS, "EXCEED DUE IN VAL".
- n. FINAL/PARTIAL RECEIPT CODE (F/P CODE) - THE "F" OR "P" CODE AS CONTAINED IN THE INPUT TRANSACTION. BLANK FOR REVERSALS.
- o. EXPIRATION DATE - THE ITEM EXPIRATION DATE, CALENDAR MONTH AND CALENDAR YEAR, AS CONTAINED IN THE TRY-INPUT TRANSACTION. NUMERIC OR BLANK. PRINT IN A 2-2 GROUPING SEPARATED BY A DASH.
- p. REMARKS - PRINT AS APPROPRIATE.

(5) REPORT TOTALS

- a. PROVIDE NUMBER LINE ITEMS ON REPORT.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6C REPORT LAYOUT

REPORT NO. 4				REJECTED STORES STOCK RECEIPT TRANSACTIONS						DATE	PAGE		
TRAN CODE	AREA CODE	STAT CODE	PO NUMBER	VOUCHER NUMBER	SOU CDE	ACC CDE	SUB SUB ACT	INDEX NUMBER	QUANTITY	VALUE	F/P CDE	EXP DATE	REMARKS
XX	XX	XX	XXXXXXXX	XX-XX-XXXX	X	X	XX	XXXXX.X	XXXXXX	XXXXXX.XX	X	XX-XX	XXXXXXXXXXXXXXXXXXXXXX
22	40	02	0002253	85-08-0357	4	1	42	01080.4	288	480.56	F		NO MATCH ACCOUNT
22	40	02	2530	85-08-0423	D	2	43	01403.6	100	247.60	P		EXCEED DUE IN QTY
22	40	02	4118	85-08-0013	3	2	01	07567.1	40	590.00	F		NO MSTR
NUMBER LINE ITEMS				3									



5-6.6D REPORT NO. 5 - REJECTED STORES STOCK ISSUE TRANSACTIONS

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE -AREA; STATION; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. REJECTED STORES STOCK ISSUE TRANSACTIONS - SELECT THOSE STORES STOCK ISSUE TRANSACTIONS THAT **ARE REJECTED** IN THE UPDATE PROCESS, CREDIT BALANCE, NO MASTER ON FILE, ETC.

(3) PROCEDURES FOR CORRECTING TRANSACTIONS THAT APPEAR ON THIS REPORT ARE UNDER SECTION 5-6,3AM, ADP SUPPLY REPORTS? OF THIS CHAPTER.

(4) REPORT CONTENTS".

- a. DATE - COMPUTER PROCESSING DATE, MONTH-DAY-YEAR
- b. PAGE - COMPUTER GENERATED.
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. STATION CODE AND NAME - PRINT STATION CODE AND NAME.
- e. TRANSACTION CODE (TRANS CODE) - THE ISSUE TRANSACTION CODE AS CONTAINED IN THE INPUT TRANSACTION.
- f. CONTRACT/GRANT NUMBER- THE CONTRACT/GRANT NUMBER AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC AND/OR ALPHA OR BLANK.



5-6.6D continued

- g.. SUB-STATION CODE - TRANSACTION CODES 32, 33, 3K AND 3L AND MUST MATCH ONE OF THE SUB-STATION CODES CONTAINED ON LOOK-UP TABLE NO. 20. BLANK FOR OTHER TRANSACTION CODES.
- h. USER CODE - TRANSACTION CODES 32, 33, 3K AND 3L AND MUST MATCH THE USER CODE CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB-STATION. BLANK FOR OTHER TRANSACTION CODES.
- 1. CAN - TRANSACTION CODES 32, 33, 3K AND 3L AND MUST MATCH THE CAN CONTAINED ON LOOK-UP TABLE NO. 20 FOR THE SUB STATION AND USER. BLANK FOR OTHER TRANSACTIONS.
- j. SUB-SUB-ACTIVITY: TRANSACTION CODES 32, 33, 3K AND 3L AND MUST MATCH THE SUB-SUB-ACTIVITY CODE CONTAINED ON LOOK-UP TABLE No. 20 FOR THE SUB-STATION AND USER. BLANK FOR OTHER TRANSACTIONS.
- k. DATE OF REQUEST - TRANSACTION CODES 32 ONLY.
  - (1) MONTH NUMERIC 01-12.
  - (2) DAY - NUMERIC 01-31:
  - (3) YEAR-EQUAL TO THE CURRENT OR PREVIOUS CALENDAR YEAR.
- 1. REQUEST NUMBER : ANY DATA, EXCEPT ALL BLANKS. TRANSACTION CODE 32 ONLY.
- m. TYPE OF ISSUE REQUEST - NUMERIC 1 FOR SCHEDULED ISSUED: NUMERIC 2 FOR OFF-SCHEDULE ISSUES. TRANSACTION CODES 32 AND 3K ONLY.
- n. VOUCHER NUMBER - VOUCHER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 2-2-4 GROUPING SEPERATED BY DASHES. THE FISCAL YEAR IS TO BE EQUAL TO THE CURRENT FISCAL YEAR OR THE PREVIOUS FISCAL YEAR; THE CALENDAR MONTH IS TO BE NUMERIC 01-12; THE VOUCHER SERIAL NUMBER IS TO BE NUMBERS 0001-9999.
- o. INDEX NUMBER - DATE INDEX NUMBER AS CONTAINEDN IN THE INPUT TRANSACTION. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION. PRINT IN A 5-1 GROUPING, SEPARATED BY A DECIMAL. WHEN THERE IS NOT A STATION MASTER, PRINT UNDER REMARKS, "NO MASTER".



5-6.6D continued

- p\* QUANTITY - THE ISSUE QUANTITY AS CONTAINED IN THE INPUT TRANSACTION. NUMERIC, ALL ZEROS FOR ~~ITEMS WITH~~ "N" CODE IN COLUMN 25. WHEN THE ISSUE TRANSACTION WOULD CREATE A CREDIT QUANTITY CONDITION IN THE SUPPLY MASTER RECORD, REJECT THE ISSUE TRANSACTION AND PRINT UNDER REMARKS, "CREDIT BALANCE".
- q. F/P/N CODE - THE F - FINAL/COMPLETE ISSUE, P - PARTIAL ISSUE, OR N - NONE ISSUED, CODE AS 3K. CONTAINED IN THE INPUT TRANSACTION. THE F/P/N CODE APPLIES TO TRANSACTION CODES 32, 33.
- r. REVERSAL VALUE-THE VALUE FOR REVERSAL TRANSACTIONS AS CONTAINED IN THE INPUT TRANSACTIONS. NUMERIC DATA, NOT ALL ZEROS. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- s. REMARKS - PRINT AS APPROPRIATE.

(5) REPORT TOTALS

- a. PROVIDE NUMBER LINE ITEMS ON REPORT;



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SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.61) REPORT LAYOUT

REPORT NO. 5		REJECTED STORES STOCK ISSUE TRANSACTION								DATE		PAGE		
AREA:														
STAT:														
TRAN CODE	CONTRACT GRANT NUMBER	SUB ACT CODE	CAN	USER CODE	SUB STAT CODE	DATE OF REQUEST	REQUEST NUMBER	TYPE OF ISS	VOUCHER NUMBER	INDEX NUMBER	QUANTITY	F P N	REVERSAL VALUE	REMARKS
XX	XXXXXXXXXXXX	XX	XXXXXX	XXX	XX	XX-XX-XX	XXXXXXXX	X	XX-XX-XXXX	XXXXX.X	XXXXXX	X	XXXXXX.XX	XXXXXXXXXXXXXXXXXX
32		01	3400219	004	02	08-12-85	IB 4 3-5	1	85-08 0004	8606.1	96	F		CREDIT BALANCE
32	85-147892	66	3406724	110	14	08-14-85	IB 7 DEN	1	85-08-0014	8673.8	24	F		NO MASTER
33				141	14					8687.8				NO MATCH
31		01	3400219	004	02	08-12-85	IB 4 3-S	1	85-08-0004	8744.0	4			B/O ON FILE
31		01	3400210	006	04	07-15-85	S-N-16	2	85-07-0164	8745.6	3			B/O CANCELLED
NUMBER LINE ITEMS 5														



## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6E REPORT NO. 6 - REJECTED AREA MASTER RECORD TRANSACTIONS(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. REJECTED AREA MASTER TRANSACTIONS - SELECT THOSE AREA MASTER RECORD TRANSACTIONS THAT ARE REJECTED IN THE UPDATE PROCESS. I.E., AREA MASTER ON FILE, STATION MASTER ON FILE, ETC.

(3) REPORT CONTENTS

- a. DATE - PROCESSING DATE, MONTH-DAY-YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. TRANSACTION CODE - VALID CODES ARE 4A; 4C; 4D. WHEN THE INPUT TRANSACTION IS A DELETE 4D AND THERE IS A STATION MASTER RECORD ON FILE, PRINT UNDER REMARKS, "STATION MASTER ON FILE". WHEN THE INPUT TRANSACTION IS AN ADD, 4A, AND THERE IS ALREADY AN AREA MASTER RECORD ON FILE, PRINT UNDER REMARKS, "AREA MASTER ON FILE".
- d. AREA CODE - AREA CODE AS CONTAINED IN THE INPUT TRANSACTIONS.
- e. DATE, FISCAL YEAR AND CALENDAR MONTH - DATE AS CONTAINED IN THE INPUT TRANSACTION. FISCAL YEAR IS TO BE EQUAL TO THE CURRENT YEAR OR THE PREVIOUS FISCAL YEAR. CALENDAR MONTH IS TO BE NUMERIC 01-12. PRINT IN A 2-2 GROUPING, SEPARATED BY A DASH.



## MANAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6E continued

- f. INDEX NUMBER - INDEX NUMBER AS CONTAINED IN THE INPUT TRANSACTION. MUST PASS THE MODULUS 11 CHECK DIGIT CALCULATION. IF THE INPUT TRANSACTION CODE IS 4D AND THERE IS NO AREA MASTER RECORD ON FILE, PRINT UNDER REMARKS "NO MSTR".
- g. DESCRIPTION - DESCRIPTION AS CONTAINED IN THE INPUT 4A TRANSACTIONS, OPTIONAL FOR 4C TRANSACTIONS. FIRST DIGIT, COLUMN 11, MUST BE ALPHA. PRINT ON 2 LINES IN A 30-30 GROUPING.
- h. UNIT OF ISSUE - AREA UNIT OF ISSUE AS CONTAINED IN THE INPUT 4A TRANSACTIONS, OPTIONAL FOR 4C TRANSACTIONS, ALPHA DATA.
- i. GENERAL LEDGER ACCOUNT CODE (ACC CDE) - ACCOUNT CODE AS CONTAINED IN THE INPUT 4A TRANSACTION, OPTIONAL FOR 4C TRANSACTION. MUST AGREE WITH ONE OF THE ACCOUNT CODES CONTAINED ON LOOK-UP TABLE NO. 3.
- 5. OBJECT-SUB OBJECT CODE - OBJECT-SUBOBJECT CODE AS CONTAINED IN THE INPUT 4A TRANSACTION, OPTIONAL FOR 4C TRANSACTIONS, MUST AGREE WITH ONE OF THE OBJECT-SUBOBJECT CODES CONTAINED ON LOOK-UP TABLE No. 3 FOR THE ACCOUNT CODE.
- k. CATEGORY CODE (CAT CODE) - MUST MATCH ONE OF THE CODES ON LOOK-UP TABLE 7 FOR 4A TRANSACTIONS, OPTIONAL FOR 4C'S.
- 1. NATIONAL STOCK NUMBER - THE NATIONAL STOCK NUMBER AS CONTAINED IN THE 4A INPUT TRANSACTION, OPTIONAL FOR 4C TRANSACTIONS, IS TO BE AS FOLLOWS: COLUMNS 60-63 MUST BE NUMERIC; COLUMNS 64-72 NUMERIC OR BLANK; COLUMN 73, IF ALPHA, THEN COLUMNS 60-72 MUST BE NUMERIC. PRINT IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES.
- m. REMARKS - PRINT AS APPROPRIATE.

#### (4) REPORT TOTALS

- a. PROVIDE NUMBER LINE ITEMS ON REPORT.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6E REPORT LAYOUT

PORT NO. 6      REJECTED AREA MASTER RECORD TRANSACTIONS      DATE      PAGE

AN ID#	AREA CODE	DATE FY CM	INDEX NUMBER	DESCRIPTION	UI	AOE CDE	OBJECT SUBOBJ CODE	PNAR CODE	NATIONAL STOCK NUMBER	REMARKS
XX	XX	XX-XX	XXXX.Y	XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX	XX	X	XX.XX	X	XXXX-XX-XXX-XXXX	XXXXXXXXXXXXXXXXXXXX
4D	54	85-09	08606-1							STATION MSTR ON FILE
4A	54	85-09	08673-8	DETERGENT LIQUID INSTRUMENT WA BT SHING STER-SANITIZER		9	26.9A		8540	HAST ALREADY ON FILE

NUMBER LIN ITEMS      2



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.6F REPORT NO. 7 - REJECTED STATION MASTER RECORD TRANSACTIONS

##### (1) GENERAL INFORMATION

- a. FREQUENCY-DAILY
- b. REPORT SEQUENCE - AREA; STATION; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

##### (2) SELECTION OF ITEMS FOR REPORT

- a. REJECTED STATION MASTER RECORD TRANSACTIONS - SELECT THOSE STATION MASTER RECORD TRANSACTIONS ~~THAT~~ ARE REJECTED IN THE UPDATE PROCESS I.E., NO AREA MASTER, QUANTITY ON HAND, ETC.

- (3) PROCEDURES FOR CORRECTING TRANSACTIONS THAT APPEAR ON THIS REPORT ARE UNDER SELECTION 5-6.3AM, ADP SUPPLY REPORTS, OF THIS CHAPTER.

##### (4) REPORT CONTENTS

- a. DATE - PROCESSING DATE, MONTH-DAY-YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. STATION CODE AND NAME - PRINT STATION CODE AND NAME.
- e. TRANSACTION CODE - VALID CODES ARE 5A, 5C, 5D. WHEN THE INPUT TRANSACTION IS A DELETE, 5D AND THE STATION MASTER RECORD CONTAINS A QUANTITY ON HAND, VALUE, OR DUE IN QUANTITY, REJECT THE TRANSACTION AND PRINT UNDER REMARKS, "BAL O/H". WHEN THERE IS NOT A MASTER RECORD, STATION OR AREA, FOR THE INPUT TRANSACTION, PRINT UNDER REMARKS, "NO MAS" (NO MASTER).



## MANAGEMENT SERVICES.

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### SUPPLY MANAGEMENT OPERATIONS

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S-6.6F continued

- f. DATE-FISCAL YEAR AND CALENDAR MONTH DATE AS CONTAINED IN THE INPUT TRANSACTION. FISCAL YEAR IS TO BE EQUAL TO THE CURRENT OR PREVIOUS FISCAL YEAR. CALENDAR MONTH IS TO BE NUMERIC 01-12. PRINT IN A 2-2 GROUPING, SEPARATED BY A DASH.
- g. INDEX NUMBER - INDEX NUMBER AS CONTAINED IN THE INPUT TRANSACTION. MUST PASS THEM MODULUS 11 CHECK DIGIT CALCULATION.
- h. STORAGE LOCATION CODE (SLC) - STORAGE LOCATION CODE AS CONTAINED IN THE INPUT TRANSACTIONS. VALID ALPHA CODE OR BLANK. REFER TO LOOK-UP TABLE NO. 10 FOR VALID CODES.
- i. REVIEW POINT QUANTITY - ITEM REVIEW POINT QUANTITY AS CONTAINED IN THE INPUT 5A TRANSACTION, OPTIONAL FOR SC TRANSACTIONS, IF DATA, MUST BE NUMERIC 00001-99999. MAY BE ALL ZEROS FOR ITEMS WITH TYPE CODE "F" OR "Y".
- 5. UNIT COST - UNIT PURCHASE COST AS CONTAINED IN THE INPUT 5A TRANSACTION, OPTIONAL FOR 5C TRANSACTIONS. NUMERIC, NOT ALL ZEROS, SEPARATE DOLLARS AND WITH A DECIMAL.
- k. EOQ TYPE CODE - EOQ TYPE CODE AS CONTAINED IN THE INPUT 5A TRANSACTION, OPTIONAL FOR 5C TRANSACTION. THE EOQ TYPE CODE MUST AGREE WITH ONE OF THE TYPE CODES CONTAINED LOOK-UP TABLE NO. 8.
- 1. EOQ MODIFIER MONTHS (EOQ MOD MOS) - INPUT TRANSACTIONS WITH EOQ TYPE CODE "C", MUST CONTAIN AN EOQ MONTHS OF SUPPLY MODIFIER NUMERIC.
- m. EOQ MODIFIER QUANTITY (EOQ MOD QTY) - INPUT TRANSACTIONS WITH EOQ TYPE CODE "B" MUST CONTAIN AN EOQ QUANTITY MODIFIER. NUMERIC.
- n. EOQ MODIFIER ACTION MONTHS - INPUT TRANSACTIONS WITH EOQ TYPE CODE "D", "Q" OR "Y" MUST CONTAIN AT LEAST ONE AND ACTION MONTHS MODIFIER IN ONE QUARTER. NUMERIC.
- o. ORDER NUMBER - VENDOR ORDER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. ORDER NUMBER MAY BE **BLANK**. IF COLUMN 60 CONTAINS AN "M", ANY CHARACTERS ARE ACCEPTABLE IN COLUMNS 61-73 AND PRINT **AS CONTAINED**. IF COLUMN 60 IS NUMERIC, THAN COLUMNS 61-72 MUST BE NUMERIC, COLUMN 73 MUST BE ALPHA OR BLANK, PRINT IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES.

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MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6F continued

- p. VENDOR NAME - VENDOR NAME AS CONTAINED IN THE INPUT TRANSACTION. VENDOR NAME MAY BE BLANK. IF COLUMN 74 IS BLANK, THAN COLUMNS 75-88 MUST ALSO BE BLANK.
- q. SOURCE CODE (SOU CDE) - SUPPLY SOURCE CODE AS CONTAINED IN THE INPUT SA TRANSACTION, OPTIONAL FOR SC TRANSACTION. THE SOURCE CODE MUST AGREE WITH ONE OF THE SUPPLY SOURCE CODES CONTAINED ON LOOK-UP TABLE NO. 5.
- r. LEAD TIME MONTHS - LEAD TIME MONTHS AS CONTAINED IN INPUT 5A TRANSACTION, OPTIONAL FOR 5C TRANSACTIONS. COLUMN 92 NUMERIC 1-9; COLUMN 93 NUMERIC 0 OR 5.
- s. PURCHASE SOURCE UNIT OF ISSUE (SOU U/I) - SOURCE UNIT OF ISSUE AS CONTAINED IN THE INPUT TRANSACTION . MAY BE ALPHA
- t. STANDARD PACK QUANTITY - BLANK OR NUMERIC.
- u. REMARKS - PRINT AS APPROPRIATE.

(5) REPORT TOTAL

- a. PROVIDE NUMBER LINE ITEMS ON REPORT.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6F REPORT LAYOUT

REPORT NO. 7      REJECTED STATION MASTER RECORD. TRANSACTIONS      DATE      PAGE

WREA  
STAT

TRAN CODE	DATE FY CM	INDEX NUMBER	S L C	REVIEW POINT QTY	UNIT COST	EOA TYP CDE	EOA MAG MOD	EOA QTY MAG	EOA ACTION MONTHS MOD 1 2 3 4	ORDER NUMBER	VENDOR NAME	S C	LEAD TIME	U I	STAND PACK QTY	REMARKS
XX	XX-XX	XXXXX.X	X	XXXXX	XXXX.XX	X	XX	XXXX	X X X XX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	X	X.X	XX	XXXX	XXXXXXXXXX
5D	85-08	01397.8														BAL O/H
5A	85-08	09018.2	B	3	5.40	A				M 61425009	AMER EXP	E	2.0			NO MSTR

NUMBER LINE ITEMS 2



5-6.6G REPORT NO. 8 - AREA MASTER RECORD CHANGES/DELETES

(1) GENERAL INFORMATION

- a. FREQUENCY-DAILY
- b. REPORT SEQUENCE - AREA; INDEX NUMBER
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT ACCEPTED "4C", AREA MASTER RECORD CHANGES, AND "4D", DELETE AREA MASTER RECORD, TRANSACTIONS.

(3) REPORT CONTENTS

- a. DATE - ACCOUNTING MONTH AND CALENDAR YEAR.
- b. PAGE-COMPUTER GENERATED.
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. DATE - THE FISCAL YEAR AND CALENDAR MONTH CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 2-2 GROUPING, SEPARATED BY A DASH.  
  
TRANSACTION CODE - THE CODE CONTAINED IN THE INPUT TRANSACTION.
- f. DESCRIPTION - IF CHANGED, PRINT FROM THE INPUT TRANSACTION.



5-6.6G continued

- g. UNIT OF ISSUE - IF CHANGED, PRINT THE UNIT OF ISSUE CONTAINED IN THE INPUT TRANSACTION.
  - h. INDEX NUMBER - THE INDEX NUMBER AS CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 5-1 GROUPING, SEPARATED BY A DECIMAL.
  - i. AREA CODE - PRINT THE AREA CODE CONTAINED IN THE INPUT TRANSACTIONS.
  - 5. ACCOUNT CODE (ACC-CODE) - IF CHANGED, PRINT THE ACCOUNT CODE CONTAINED IN THE INPUT TRANSACTION.
  - k. OBJECT-SUBOBJECT CODE - IF CHANGED, PRINT THE OBJECT-SUBOBJECT CODE CONTAINED IN THE INPUT TRANSACTION IN A 2-3 GROUPING, SEPARATED BY A DECIMAL.
  - l. PHARMACY CODE - IF CHANGED, PRINT THE PHARMACY CODE CONTAINED IN THE INPUT TRANSACTION.
  - m. NATIONAL STOCK NUMBER - IF CHANGED, PRINT THE NATIONAL STOCK NUMBER CONTAINED IN THE INPUT TRANSACTION IN A 4-2-3-S GROUPING, SEPARATED BY DASHES.
- (4) REPORT TOTAL
- a. PROVIDE NUMBER LINE ITEMS ON REPORT.



### 5-6.6 G REPORT LAYOUT

REPORT NO. 8 AREA MASTER RECORD CHANGES/DELETES										DECEMBER, 1984		PAGE 2	
AREA 47 BILLINGS													
STAT AO AREA ONLY													
DATE	TRAN	DESCRIPTION	UNIT OF ISSUE	INDEX NUMBER	AREA CODE	ACC CODE	OBJECT SYMBOL CODE	PHAS CODE	NATIONAL STOCK NO.				
85-12	4C			06614.1	47				6505-00-254-5546				
85-11	4C	OF 347 PURCHASE ORDER FOR SUPPLIES OR SERVICE	PG	07111.0	47				7540-01-152-0003				
85-	4C	SE 550 URINALYSIS	HD	07155.2	47				- - -				
85-11	4C	SE 553 MICROBIOLOGY I	HD	07173.0	47				- - -				
85-	4C	FOLDER FILE LETTER W/PRONG FASTENER 100'S		07183.8	47				- - -				
TOTAL LINE ITEMS =			21										



5-6.6H REPORT NO. 9 - STATION MASTER RECORD CHANGES

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; INDEX NUMBER
- c. START NEW PAGE - CHANGE IN AREA; STATION
- d. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT ACCEPTED 5C TRANSACTIONS, STATION MASTER RECORD CHANGES.

(3) REPORT CONTENTS

- a. DATE - ACCOUNTING MONTH AND CALENDAR YEAR.
- b. PAGE - COMPUTER GENERATED
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. STATION CODE AND NAME - PRINT STATION CODE AND NAME.
- e. DATE - PRINT THE FISCAL YEAR AND CALENDAR MONTH CONTAINED IN THE INPUT TRANSACTION IN A 2-2 GROUPING, SEPARATED BY A DASH.
- f. TRANSACTION CODE - PRINT THE TRANSACTION CODE CONTAINED IN THE INPUT TRANSACTION.



5-6.6H continued

- g\* STORAGE LOCATION CODE - IF CHANGED, PRINT THE SLC CONTAINED IN THE INPUT TRANSACTION.
- h. REVIEW POINT QUANTITY - IF CHANGED, PRINT THE RPQ CONTAINED IN THE INPUT TRANSACTION.
- i. UNIT COST - IF CHANGED, PRINT THE UNIT PURCHASE COST CONTAINED IN THE INPUT TRANSACTION. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- j. EOQ TYPE CODE - IF CHANGED, PRINT THE TYPE CODE CONTAINED IN THE INPUT TRANSACTION.
- k. EOQ MODIFIER MONTHS - IF CHANGED, PRINT THE MODIFIER MONTHS CONTAINED IN THE INPUT TRANSACTION.
- l. EOQ MODIFIER QUANTITY - IF CHANGED, PRINT THE MODIFIER QUANTITY CONTAINED IN THE INPUT TRANSACTION.
- m. EOQ MODIFIER ACTION MONTHS - IF CHANGED PRINT THE ACTION MONTHS CONTAINED IN THE INPUT TRANSACTION.
- n. INDEX NUMBER - PRINT THE INDEX NUMBER CONTAINED IN THE INPUT TRANSACTION IN A 5-1 GROUPING, SEPARATED BY A DECIMAL.
- o. ORDER NUMBER - IF CHANGED, PRINT AS FOLLOWS: IF COLUMN 60 CONTAINS A "M" PRINT COLUMNS 60-73 OF THE INPUT TRANSACTION AS CONTAINED. IF COLUMN 60 IS NUMERIC, PRINT COLUMNS 60-73 OF THE INPUT TRANSACTION IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES.
- p. VENDOR NAME - IF CHANGED, PRINT THE VENDOR NAME CONTAINED IN THE INPUT TRANSACTION.
- q. SOURCE CODE - IF CHANGED, PRINT THE SUPPLY SOURCE CODE (CONTAINED IN THE INPUT TRANSACTION).
- r. LEAD TIME MONTHS - IF CHANGED, PRINT THE LEAD TIME MONTHS CONTAINED IN THE INPUT TRANSACTION IN A 1-1 GROUPING, SEPARATED BY A DECIMAL.



## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.6H continued

- s. SOURCE UNIT OF ISSUE - IF CHANGED, PRINT THE SOURCE UNIT OF ISSUE CONTAINED IN THE INPUT TRANSACTION.
- t. STANDARD PACK QUANTITY - IF CHANGED, PRINT THE STANDARD PACK QUANTITY CONTAINED IN THE INPUT TRANSACTION.

(4) REPORT TOTALS

- a. PROVIDE NUMBER LINE ITEMS ON REPORT.



## CHAPTER 6

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

FEDERAL BUREAU OF INVESTIGATION  
 AMERICAN OVERSIGHT  
 STATE OF MISSISSIPPI

2025. 1. 14

LEAD TIME 5 MIN STANDARD  
CJC MUS 1 PAK 47Y

[illegible]

NUMBER ONE FILMS 64



5-6.6I REPORT NO. 10A, LISTING OF DIRECT ISSUE TRANSACTIONS

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; VOUCHER NUMBER;
- c. START NEW PAGE - CHANGE IN AREA; STATION.
- d. PRINTING - REGULAR 1-PART PAPER, 14 7/8 INCHES
- e. DISTRIBUTION - PRINTED COPIES -TO INVENTORY MANAGEMENT

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT AND PRINT EACH INDIVIDUAL ACCEPTABLE DIRECT ISSUE RECORD.

(3) REFER TO ADP REPORTS SECTION, SECTION 5-6.3AM, OF THIS CHAPTER FOR ADDITIONAL INFORMATION AND GUIDANCE ON THIS REPORT.

(4) REPORT CONTENTS

- a. DATE - PROCESSING DATE CALENDAR MONTH, DAY, YEAR.
- b. PAGE-COMPUTER GENERATED.
- c. AREA - PRINT AREA CODE AND NAME.
- d. STATION - PRINT STATION CODE AND NAME.
- e. VOUCHER NUMBER - VOUCHER NUMBER AS CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 2-2-4 GROUPING, SEPARATED BY DASHES.



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT CHAPTER 6- CENTRAL OPERATIONS

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5-6.61 continued

- f. TRANSACTION CODE - PRINT AS CONTAINED IN THE INPUT TRANSACTION.
- g\* NUMBER LINE ITFMS - PRINT THE NUMBER LINE ITEMS AS CONTAINED IN THE INPUT TRANSACTION.
- h. VALUE - PRINT THE VALUE AS CONTAINED ON THE INPUT TRANSACTION. SEPARATED DOLLARS AND CENTS WITH A DECIMAL.
- i. ACCOUNT CODE - PRINT THE ACCOUNT CODE AS CONTAINED IN THE OUTPUT TRANSACTION.
- j. OBJECT-SUB OBJECT CODE - OBJECT-SUB OBJECT CODE AS CONTAINED IN THE INPUT TRANSACTION. PRINT IN A 2-2 GROUPING, SEPARATED WITH A DECIMAL
- k. SUB-SUB-ACTIVITY CODE - PRINT SUB-SUB-ACTIVITY CODE AS CONTAINED IN THE INPUT TRANSACTION.
- l. CAN - PRINT THE COMMON ACCOUNTING NUMBER AS CONTAINED IN THE INPUT TRANSACTION.
- m. USER CODE - PRINT THE USER CODE AS CONTAINED IN THE INPUT TRANSACTION.
- n. SOURCE CODE - PRINT THE SOURCE CODE AS CONTAINED IN THE INPUT TRANSACTION.
- o. **PURCHASE ORDER NUMBER - PRINT THE PURCHASE ORDER NUMBER AS CONTAINED IN THE INPUT TRANSACTION.**

(5) REPORT TOTALS

- a. PROVIDE THE TOTAL NUMBER RECORDS, LINE ITEMS AND TOTAL VALUE BY STATION.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS.

## S-6.61 REPORT LAYOUT

REPORT NO. 10A ~~XXXXXXXX~~ LISTING OF DIRECT ISSUE TRANSACTIONS  
AREA  
STAT

DECEMBER 1983

PAGE 1

VOUCHER NUMBER	TRAN CODE	NUMBER LINE ITEMS	VALUE	ACC CODE	OBJECT SUBOBJ CODE	SUB SUB ACT	CAN	USER CODE	SUB STAT CODE	SOU CODE	PURCHASE ORDER NUMBER
XX-XX-XXXX	XX	XXXXXX	XXX,XXX.XX	X	XX-XX	XX	XXXXXXXX	XXX	XX	X	XXXXXXXX
84-12-0005	02	1	16.40	1	26.11	01	3421119	200		4	0001425
84-12-0007	02	4	189.20	2	26.3A	01	3421125	205		8	0001430
84-12-0007	02	3	75.50	2	26.3N	01	3421125	205		8	0001430

TOTAL NUMBER RECORDS XXXX

" " LI XXX

" VALUE XXX,XXX.XX



5-6.6J REPORT NO. 11 - STORES STOCK TRANSACTION REGISTER

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY .
- b. REPORT SEQUENCE - AREA; STATION; GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER; INDEX NUMBER; COMPUTER SEQUENCE OF PROCESSING TRANSACTIONS; QUANTITY OF ISSUES.
- c. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- d. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT SUPPLY MASTER RECORDS THAT HAVE ACCEPTABLE TRANSACTIONS AND THE ACCEPTABLE INPUT TRANSACTIONS.

(3) PROCEDURES FOR VERIFYING/CHECKING THIS REPORT ARE CONTAINED UNDER SECTION 5-6.3AM ADP SUPPLY REPORTS, OF THIS CHAPTER.

(4) REPORT CONTENTS

- a. DATE - CALENDAR MONTH, DAY AND YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. STATION CODE AND NAME - PRINT STATION CODE AND NAME.
- e. GENERAL LEDGER ACCOUNT - FOR ACCOUNT CODE 1, PRINT - PHARMACY; FOR ACCOUNT CODE 3, PRINT - ~~SUBSISTENCE; FOR -~~ PRINT - GENERAL SUPPLIES.
- f. ACCOUNT CODE (ACC) - THE ACCOUNT CODE AS CONTAINED IN SUPPLY MASTER.



5-6.6J continued

- g. EOQ TYPE CODE (TY) - THE EOQ TYPE CODE AS CONTAINED IN SUPPLY MASTER.
- h. SOURCE CODE (SC) - FIRST LINE, PRINT THE SOURCE OF SUPPLY CODE AS CONTAINED IN SUPPLY MASTER. ~~OTHER~~ LINES. PRINT THE SOURCE CODE AS CONTAINED IN THE INPUT RECEIPT TRANSACTION. WHEN THE INPUT RECEIPT TRANSACTION SOURCE CODE IS DIFFERENT THAN THE SOURCE CODE CONTAINED IN SUPPLY MASTER. IDENTIFY THE UNIT COST OF THE RECEIPT TRANSACTION WITH AN ASTERICK.
- i. INDEX NUMBER - INDEX NUMBER AS CONTAINED IN SUPPLY MASTER AND THE INPUT TRANSACTIONS. PRINT FIRST TIME ONLY IN A 5-1 GROUPING, SEPARATED BY A DECIMAL.
- j. STORAGE LOCATION CODE - PRINT AS CONTAINED IN THE SUPPLY MASTER. MAY BE BLANK.
- k. DESCRIPTION - THE DESCRIPTION AS CONTAINED IN SUPPLY MASTER. PRINT ON 2 LINES, 30-30 GROUPING.
- l. NATIONAL STOCK NUMBER (NSN)/ORDER NUMBER - THIRD LINE OF PRINT (UNDER DESCRIPTION). IF THERE IS A STATION ORDER NUMBER CONTAINED IN SUPPLY MASTER, PRINT AS FOLLOWS: IF FIRST COLUMN CONTAINS AN "M" PRINT AS CONTAINED; IF FIRST COLUMN IS NUMERIC PRINT IN A 4-2-3-5 GROUPING, SEPARATED WITH DASHES. IF THERE IS NOT A STATION ORDER NUMBER, PRINT THE NSN CONTAINED IN SUPPLY MASTER IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES.
- m. UNIT OF ISSUE (U/I) - THE STATION UNIT OF ISSUE AS CONTAINED IN SUPPLY MASTER. PRINT ON FIRST LINE ONLY.
- n. DATE/ VOUCHER NUMBER - FIRST LINE, PRINT THE LAST ISSUE DATE, FY AND CALENDAR MONTH, CONTAINED IN SUPPLY MASTER. IF THE ITEM HAS NOT HAD ANY ISSUES, PRINT THE DATE THE ITEM WAS ESTABLISHED, FY AND CALENDAR MONTH, AS CONTAINED IN SUPPLY MASTER AND IDENTIFY WITH AN ASTERICK. PRINT IN A 2-2 GROUPING, SEPARATED BY A DASH. PRINT THE VOUCHER NUMBER CONTAINED IN INPUT DEBIT/CREDIT TRANSACTIONS IN A 2-2-4 GROUPING, SEPARATED BY DASHES. DUE IN TRANSACTIONS, PRINT THE DUE IN DATE, CALENDAR MONTH, DAY AND CALENDAR YEAR, CONTAINED IN THE INPUT DUE IN TRANSACTIONS IN A 2-2 GROUPING, SEPARATED BY A DASH. BLANK FOR DUE IN REVERSAL TRANSACTION.



## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMEXT - CENTRAL~OPERATIONS

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5-6.6J continued

- o. TRANSACTION CODE (TR CD) - FIRST LINE LEAVE BLANK. IF THE ITEM WAS ESTABLISHED IN THE CURRENT MONTH PROCESSING, 5A TRANSACTION PRINT AFTER THE UNIT COST FIELD, "NEW ITEM". TRANSACTION CODE CONTAINED IN INPUT DUE INS, DEBITS AND CREDITS WILL BE PRINTED IN THE COMPUTER SEQUENCE OF PROCESSING TRANSACTIONS. IF THE ITEM IS DELETED IN THE CURRENT MONTH'S PROCESSING, 5D TRANSACTION, PRINT AFTER LAST TRANSACTION, "ITEM DELETED", IN LIEU OF THE TOTALS.
- p. QUANTITY (QTY) - FIRST LINE, PRINT THE OPENING INVENTORY QUANTITY ON HAND. OTHER LINES PRINT ~~THE DEBIT/CREDIT~~ QUANTITY CONTAINED IN HE INPUT RECEIPT/ISSUE/ADJUSTMENT TRANSACTIONS. LAST ~~LINE. PRINT THE~~ TOTAL CLOSING QUANTITY ON HAND. OFENINGQUANTITYONHAND+OR-INPUT TRANSACTIONS EQUALS CLOSING QUANTITY ON HAND.
- 90 UNIT COST - THE UNIT COST SHOWN FOR VARIOUS TYPES OF TRANSACTICNS IS AS FOLLOWS:
  - (1) FIRST LINE - THE FIRST UNIT COST LISTED IS THE LAST PURCHASE PRICE OF THE ITEM, PRIOR TO THE CURRENT MONTHS PROCESSING, AND IS CONTAINED IN SUPPLY MASTER. UPDATED ONLY WHEN THE RECEIPT SOURCE CODE MATCHES THE RECORD SOURCE CODE.
  - (2) DUE IN TRANSACTIONS (ESTABLISH) - THE DUE IN UNIT COST IS ARRIVED AT BY DIVIDING THE DUE IN QUANTITY INTO THE DUE IN VALUE.
  - (3) STORES STOCK RECEIPT TRANSACTIONS (CODES 22, 24, 25 & 26) - THE RECEIPT UNIT COST IS ARRIVED AT BY DIVIDING THE RECEIPT QUANTITY INTO THE RECEIPT' VALUE. THE UNIT COST IS IDENTIFIED WITH AN ASTERICK WHEN THE RECEIPT SOURCE CODE IS DIFFERENT THAN THE SOURCE CODE CONTAINED IN THE SUPPLY MASTER. WHEN THE SOURCE CODES MATCH,THE LAST PURCHASE PRICE CONTAINED IN THE SUPPLY MASTER WILL BE UPDATED, AND WILL BECOME THE FIRST LINE OF PRINT ON THE NEXT TRANSACTION REGISTER.
  - (4) REVERSALS, RECEIPTS/ISSUES/ADJUSTMENTS - THE UNIT COST IS ARRIVED AT BY DIVIDING THE TRANSACTION QUANTITY IS TO THE TRANSACTION VALUE.
  - (5) INVENTORY ADJUSTMENTS - WHEN THE VALUE FIELD OF THE INPUT ADJUSTMENT IS BLANK/THE UNIT COST IS ARRIVED AT BY DIVIDING THE TOTAL QUANTITY ON HAND CONTAINED IN THE SUPPLY MASTER INTO THE TOTAL VALUE ON HAND CONTAINED IN THE SUPPLY MASTER, IN THIS CASE,THE ADJUSTMENT DOLLAR VALUE IS ARRIVED AT BY MULTIPLYING THE ADJUSTMENT QUANTITY TIMES THE UNIT COST.



5-6.6J continued

MIEN THE VALUE FIELD OF THE INPUT TRANSACTION IS NOT BLANK, DIVIDE THE ADJUSTMENT QUANTITY INTO THE VALUE TO ARRIVE AT THE UNIT COST.

(6) STOREROOM ISSUE TRANSACTIONS - THE STOREROOM ISSUE UNIT COST IS ARRIVED AT BY DIVIDING THE TOTAL QUANTITY ON HAND INTO THE TOTAL VALUE ON HAND TO ARRIVE AT THE AVERAGE ISSUE UNIT COST. THE QUANTITY ON HAND AND VALUE ON HAND FIELDS OF THE SUPPLY MASTER ARE UPDATED AFTER EACH TRANSACTIONS. THEREFORE, EACH ISSUE UNIT PRICE IS CALCULATED BASED ON THE REMAINING QUANTITY AND VALUE ON HAND AFTER THE PREVIOUS TRANSACTION IS PROCESSED. THE UNIT COST IS IDENTIFIED WITH AN "ASTERICK" WHEN THE QUANTITY ISSUED WAS A PARTIAL ISSUE.

(7) SEPARATE DOLLARS AND CENTS WITH A DECIMAL. CARRY ALL CALCULATIONS TWO DECIMAL PLACES.

- r. TOTAL VALUE - FIRST LINE, PRINT THE OPENING INVENTORY VALUE OF THE ITEM AS CONTAINED IN SUPPLY ~~MASTER~~ VALUE FOR EACH TRANSACTION IS CONTAINED IN THE INPUT TRANSACTION OR WHEN BLANK, THE VALUE FOR THE TRANSACTION IS ARRIVED AT BY MULTIPLYING THE QUANTITY CONTAINED IN THE TRANSACTION TIMES THE UNIT COST. LAST LINE, PRINT THE CLOSING INVENTORY VALUE. SEPARATE DOLLARS AND CENTS WITH A DECIMAL. DO NOT PRINT ANY VALUE FOR DUE IN TRANSACTIONS, ESTABLISH OR CANCEL.
- s. DUE IN QUANTITY - FIRST LINE, PRINT THE OPENING TOTAL QUANTITY DUE IN FROM THE THREE DUE IN FIELDS CONTAINED IN SUPPLY MASTER. OTHER LINES, PRINT THE QUANTITY ESTABLISHED OR THE QUANTITY CANCELLED FROM SUPPLY MASTER. LAST LINE, PRINT THE TOTAL CLOSING DUE IN QUANTITY.
- t. TYPE OF ISSUE REQUEST - THE TYPE OF ISSUE REQUEST CODE AS CONTAINED IN THE INPUT ISSUE TRANSACTION.
- u. SUB-SUB-ACTIVITY CODE (SUB SUB ACT) - THE SUB-SUB-ACTIVITY CODE AS CONTAINED IN THE INPUT TRANSACTIONS. MAY BE BLANK.
- v. SUB-STATION CODE - THE SUB-STATION CODE AS CONTAINED IN THE INPUT ISSUE TRANSACTIONS. MAY BE BLANK.
- w. PURCHASE ORDER NUMBER - THE PURCHASE ORDER NUMBER AS CONTAINED IN THE INPUT TRANSACTION FOR RECEIPTS AND DUE INS.



5-6.6J continued

- x. CAN - THE CAN AS CONTAINED IN THE INPUT ISSUE TRANSACTION.
- y. USER CODE - THE USER CODE AS CONTAINED IN THE INPUT ISSUE TRANSACTIONS.
- z. CATEGORY CODE (CAT CDE) - FIRST LINE ONLY, PRINT THE CATEGORY CODE CONTAINED IN SUPPLY MASTER.
- aa. PAMIQ - PRINT THE CURRENT PAMIQ ON THE ITEM TOTAL LINE.

(5) REPORT TOTALS

PROVIDE THE FOLLOWING TOTALS AT THE END OF EACH CATEGORY.

- a. OPENING ACTIVE INVENTORY VALUE - VALUE OF THOSE ITEMS THAT HAD TRANSACTION(S) DURING THE **ACCOUNTING MONTH.**
- b. RECEIPT VALUE - VALUE OF THE ACCEPTABLE STORES STOCK RECEIPT TRANSACTIONS PROCESSED DURING THE ACCOUNTING MONTH. TRANSACTION CODES 22, 24, 25, 26, 2K, 2M, 2N & 2O.
- c. ISSUE VALUE - VALUE OF THE ACCEPTABLE STORES STOCK ISSUES TRANSACTIONS PROCESSED DURING THE ACCOUNTING MONTH. TRANSACTION CODES 31, 32, 33, 3K & 3L.
- d. ADJUSTMENT VALUE - VALUE OF THE ACCEPTABLE 27, 2P, 34, 36, 37, 3M, 3O & 3P TRANSACTIONS PROCESSED DURING THE ACCOUNTING MONTH.
- e. INACTIVE INVENTORY VALUE - VALUE OF THOSE ITEMS THAT HAD NO TYPE OF TRANSACTION FOR THE ACCOUNTING MONTH.
- f. TOTAL CLOSING INVENTORY - OPENING ACTIVE INVENTORY PLUS OR MINUS RECEIPTS PLUS OR MINUS ISSUES PLUS OR MINUS ADJUSTMENTS PLUS INACTIVE INVENTORY EQUALS TOTAL CLOSING INVENTORY.



5-6.6J continued

g. LINE ITEMS

- (1) ACTIVE - NUMBER OF ITEMS THAT HAD ACCEPTABLE TRANSACTION(S) DURING THE ACCOUNTING MONTH.
- (2) INACTIVE - NUMBER OF ITEMS THAT HAD NO TRANSACTION DURING THE ACCOUNTING MONTH.
- (3) TOTAL - ACTIVE PLUS INACTIVE EQUALS TOTAL.



## MANAGEMENT SERVICES

CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6J REPORT LAYOUT

REPORT NO. 11 DAILY STORES STOCK TRANSACTION REGISTER

AREA STAT CATEGORY

DATE PAGE

DATE	TR	QTY	UNIT	TOTAL	DUE	T	SUB	PO
DATE	CD		COST	VALUE	IN	I	SUB	OR
DATE	CD				QTY	R	ACT	USER
DATE	CD							PH
DATE	CD							CD
XX XX-X	XX	XXXXXX	XXXX.XX	XXXXXX.XX	XXXXXX	X	XX	XXXXXX
XX-XX-XXXX	XX							
TOTAL		XXXXXX		XXXXXX.XX	XXXXXX		PAMIA	XXXXXX
BT 04-04		48	3.33	120.90	0			
04-30-85	12		3.95		24			0002655
04-08-0163	32	4-	2.52	10.08-	1	01	14	3400220 040
TOTAL		44		110.82	24	PAMIA		7
OPENING ACTIVE INVENTORY VALUE		X,XXX,XXX.XX						
RECEIPT VALUE		X,XXX,XXX.XX						
ISSUE VALUE		X,XXX,XXX.XX						
ADJUSTMENT VALUE		X,XXX,XXX.XX						
INACTIVE INVENTORY VALUE		X,XXX,XXX.XX						
TOTAL CLOSING INVENTORY VALUE		X,XXX,XXX.XX						



5-6.6K REPORT NO. 13 - REQUIRMENTS ANALYSIS REPORT

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY OR AS REQUESTED.
- b. REPORT SEQUENCE - AREA; STATION; GENERAL LEDGER ACCOUNT CODE 1, 3, ALL OTHER; ACCOUNT CODE 1 ITEMS WITH CATEGORY CODE N ,R ,ALL OTHER; STORAGE LOCATION CODE H, ALL OTHER; VENDOR NAME; INDEX NUMBER
- c. START NEW PAGE - CHANGE IN AREA; STATION; CATEGORY; ACCOUNT CODE 1 ITEMS WITH CATEGORY CODE N , R, ALL OTHER; STORAGE LOCATION CODE H, ALL OTHER; VENDOR NAME.
- d. PRINTING - REGULAR 2 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION: ORIGINAL TO INVENTORY MANAGEMENT.

(2) REPORT SELECTION

a. MENU SELECTION

1 - PERRY POINT ITEMS ONLY  
3 - GSA ITEMS ONLY  
4 - VA ITEMS ONLY  
5 - MILITARY (DOD/ DPSC/ DSLA) ITEMS ONLY  
6-OTHER GOVERNMENT SOURCE ITEMS ONLY  
0 - ALL OTHER SOURCE CODES  
A- ALL ITEMS  
\_\_\_\_\_ ENTER YOUR SELECTION

- b. BASED ON YOUR ENTRY, ITEMS THAT MEET THE SELECTION CRITERIA IN (3) BELOW WILL BE SELECTED, AND PRINTED ON REPORT NO. 13.

(3) SELECTION OF ITEMS FOR THE REPORT:

- a. ITEMS WITH EOQ TYPE CODE R, OBSOLEI'E, ARE NOT TO BE SELECTED NOR PRINTED ON THIS REPORT.



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6K continued

- b. ITEMS WITH EOQ TYPE CODE "Y", YEARLY REVIEW, ARE TO BE SELECTED AND PRINTED ON THIS REPORT ONLY WHEN THE EOQ ACTION MONTH(S) MODIFIER IS EQUAL TO THE ACCOUNTING MONTH.
- c. ITEMS WITH EOQ TYPE CODES "D", FREEZABLE, OR "Q", SEASONAL, ARE TO BE SELECTED AND PRINTED ON THE REPORT WHEN THE ACTION MONTH(S) MODIFIER IS EQUAL TO THE ACCOUNTING MONTH OR WHEN THE STOCK STATUS OF THE ITEM IS EQUAL TO OR BELOW THE CURRENT REVIEW POINT QUANTITY.
- d. ALL OTHER ITEMS ARE TO BE SELECTED AND PRINTED ON THE REPORT WHEN THE STOCK STATUS (QUANTITY ON HAND PLUS DUE IN QUANTITY MINUS DUE OUTS EQUALS STOCK STATUS) OF THE ITEM IS EQUAL TO OR BELOW THE CURRENT REVIEW POINT QUANTITY.

(4) REFER TO ADP REPORTS, SECTION 5-6.3AM, OF THIS CHAPTER FOR ADDITIONAL INFORMATION AND GUIDANCE ON

#### (5) REPORT CONTENTS

- a. DATE - ACCOUNTING MONTH AND CALENDAR YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. AREA- PRINT AREA CODE AND NAME.
- d. STATION - PRINT STATION CODE AND NAME.
- e. ACCOUNT - FOR ACCOUNT CODE 1 ITEMS, PRINT - "PHARMACY"; FOR ACCOUNT CODE 3 ITEMS, PRINT - "SUBSISTENCE"; ALL OTHER ACCOUNT CODE ITEMS, PRINT - "GENERAL SUPPLIES".
- f. VENDOR - PRINT VENDOR NAME AS CONTAINED IN SUPPLY MASTER. VENDOR NAME MAY BE BLANK.
- g. EOQ TABLE - PRINT THE EOQ TABLE THAT IS BEING USED BY THE STATION AS CONTAINED IN SUPPLY MASTER.
- h. INDEX NUMBER - THE INDEX NUMBER AS CONTAINED IN SUPPLY MASTER. PRINT IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

---

5-6.6K continued

- i. SLC (STORAGE LOCATION CODE) - PRINT THE SLC AS CONTAINED IN SUPPLY MASTER. MAY BE BLANK.
- 5 ORDER NUMBER - IF THERE IS A STATION ORDER NUMBER CONTAINED IN SUPPLY MASTER, PRINT AS FOLLOWS IF FIRST COLUMN CONTAINS AN "M" PRINT AS CONTAINED IF FIRST COLUMN IS NUMERIC PRINT IN A 4-2-3-5 GROUPING, SEPARATED WITH DASHES. IF THERE IS NOT A STATION ORDER NUMBER PRINT THE NATIONAL STOCK NUMBER CONTAINED IN SUPPLY MASTER IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES.
- k. DESCRIPTION - THE ITEM DESCRIPTION AS CONTAINED IN SUPPLY MASTER. PRINT ON TWO (2) LINES IN A 30-30 GROUPING.
- l. DATE EST (DATE ESTABLISHED) - PRINT THE DATE ITEM WAS ESTABLISHED OR THE DATE THE UNIT OF ISSUE WAS CHANGED AS CONTAINED IN SUPPLY MASTER IN A 2-2 GROUPING, SEPARATED WITH A DASH. IDENTIFY THE DATE WITH AN ASTERICK WHEN THERE HAS BEEN A CHANGE IN UNIT OF ISSUE.
- m. SUBJECT - PRINT THE SUBJECT CODE AS CONTAINED IN SUPPLY MASTER. THE OBJECT CLASS CODE "26" IS NOT PRINTED.
- n. USAGE BY MONTH - CURRENT MONTH TO OLDEST MONTH - 12 MONTH HISTORY OF STOCK REPLENISHMENT ISSUES AND THE NUMBER OF ISSUE REQUEST THAT THE ITEM HAS HAD.
  - (1) MO (MONTH) - MONTH OF THE ISSUE QUANTITY AND NUMBER OF REQUEST FOR THE ITEM. CHANGE HEADER MONTHS EACH MONTH IN ORDER THAT THE CURRENT MONTH WILL BE LISTED FIRST.
  - (2) ISSUED QUANTITY OF THE ITEM THAT WAS ISSUED FOR EACH MONTH AS CONTAINED IN SUPPLY MASTER. IDENTIFY THE ISSUED QUANTITY WITH AN ASTERICK WHEN THERE WAS ZERO ISSUE WITHIN THAT MONTH.
  - (3) NO. REQ(NUMBER REQUEST) - THE NUMBER OF REQUESTS (CALLS) THAT THE ITEM HAS HAD FOR EACH MONTH AS CONTAINED IN SUPPLY MASTER.
  - (4) TOTALS - PROVIDE TOTAL ISSUE QUANTITY AND NUMBER REQUEST FOR EACH 4 MONTH GROWING.



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.6K continued

- o. **C-RPQ** (CURRENT REVIEW POINT QUANTITY) - PRINT THE CURRENT MONTH'S REVIEW POINT QUANTITY AS **CONTAINED** IN SUPPLY MASTER. REVIEW POINT MONTHS X PAMIQ = REVIEW POINT QUANTITY.
- p. **O-AMIQ** (OLDEST 6 MONTHS AVERAGE MONTHLY ISSUE QUANTITY) - THE TOTAL QUANTITY ISSUED IN THE **OLDEST** 6 MONTHS DIVIDED BY 6 EQUALS O-AMIQ.
- q. **L-AMIQ** (LATEST 6 MONTHS AVERAGE MONTHLY ISSUE QUANTITY) - THE TOTAL QUANTITY ISSUED IN THE **LATEST** 6 MONTHS DIVIDED BY 6 EQUALS L-AMIQ.
- r. PAMIQ (PROJECTED AVERAGE MONTHLY ISSUE QUANTITY) - PRINT THE CURRENT PAMIQ AS CONTAINED IN SUPPLY MASTER. THE CURRENT PAMIQ IS BASED ON 90% OF THE PREVIOUS MONTHS PAMIQ PLUS 10% OF THE CURRENT MONTH ISSUE QUANTITY. IF THE ITEM HAS BEEN IN THE SYSTEM FOR 12 MONTHS OR LESS, THE CURRENT PAMIQ IS BASED ON 60% OF THE PREVIOUS MONTH'S PAMIQ PLUS 40% OF THE CURRENT MONTH ISSUE QUANTITY.
- s. RPM (REVIEW POINT MONTHS) LEAD TIME MONTHS PLUS SAFETY STOCK MONTH EQUALS RPM. PRINTING 1-1 GROUPING, SEPARATED WITH A DECIMAL.
- t. STKST (STOCK STATUS QUANTITY) - QUANTITY ON HAND PLUS QUANTITY DUE IN MINUS QUANTITY DUE OUT EQUALS STOCK STATUS QUANTITY
- u. OH QTY (ON HAND QUANTITY) - PRINT THE QUANTITY OF THE ITEM ON HAND (RECORD BALANCE) AS CONTAINED IN SUPPLY MASTER.
- v. **~~DO QTY~~** (DUE IN QUANTITY) - PRINT THE TOTAL QUANTITY OF THE ITEM THAT IS DUE IN AS CONTAINED IN **SUPPLY MASTER.**
- w. DO QTY (DUE OUT QUANTITY) - PRINT THE QUANTITY OF THE ITEM THAT IS DUE OUT AS CONTAINED IN THE SUPPLY MASTER.
- x. LTM (LEAD TIME MONTHS) - PRINT THE LEAD TIME MONTHS AS CONTAINED IN SUPPLY MASTER IN A 1-1 GROUPING, SEPARATED WITH A DECIMAL.



## MANAGEMENT SERVICES

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6K continued

- y. TYPE CODE - PRINT THE EQ TYPE CODE AS CONTAINED IN SUPPLY MASTER.
- 2. MOD (EQ MODIFIER) - PRINT THE EQ MODIFIER FOR THE TYPE CODE, IF APPROPRIATE, AS CONTAINED IN SUPPLY MASTER.
- aa. EQ MOS (ECONOMIC ORDER QUANTITY MONTHS) -THIS IS THE RECOMMENDED NUMBER OF MONTHS OF SUPPLY ~~TO~~ PURCHASE BASED ON PAST USAGE AND COST OF THE ITEM. EQ MONTHS IS ARRIVED AT BY COMPARING THE PROJECTED AVERAGE MONTHLY ISSUE VALUE (PAMIQ X LAST UNIT PURCHASE PRICE) TO THE EQ TABLE BEING USED BY THE STATION TO ARRIVE AT THE APPROPRIATE MONTHS OF SUPPLY TO ORDER. PRINT EQ MONTHS IN A 2-1 GROUPING, SEPARATED WITH A DECIMAL.
- ab. LUPP (LAST UNIT PURCHASE PRICE) - THE LAST UNIT PURCHASE PRICE OF THE ITEM AS CONTAINED IN SUPPLY MASER. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- ac. SOURCE CODE - PRINT THE SOURCE CODE AS CONTAINED IN SUPPLY MASTER.
- ad. STA U/I (STATION UNIT OF ISSUE) - PRINT THE STATION UNIT OF ISSUE AS CONTAINED IN SUPPLY MASTER.
- ae. VEN U/I (VENDOR UNIT OF ISSUE) - PRINT THE VENDOR UNIT OF ISSUE AS CONTAINED IN SUPPLY MASTER. MAY BE BLANK.
- af. EQ (ECONOMIC ORDER QUANTITY) - THE ECONOMIC ORDER QUANTITY IS BASED ON THE TYPE CODE AND ARRIVED AT AS FOLLOWS:
  - (1) TYPE CODE A, D,F, AND Q ITEMS  
EQ MONTHS TIMES PAMIQ PLUS REVIEW POINT QUANTITY MINUS STOCK STATUS EQUALS ECONOMIC ORDER QUANTITY NOTE: IF NEGATIVE ANSWER ON TYPE CODE "D" OR "Q" ITEMS, LEAVE EQ BLANK.
  - (2) TYPE CODE B ITEMS - THE RESULTS OF THE FOLLOWING CALCULATIONS WILL BE COMPARED AND THE LOWEST ANSWER SELECTED AND PRINTED AS THE ECONOMIC ORDER QUANTITY.  
(a)EQ MONTHS X PAMIQ + RPQ - STOCK STATUS=EQ



S-6.6K continued

(b) QUANTITY MODIFIER+RPQ - SNACK STATUS - PAMIQ=EOQ

(c) QUANTITY MODIFIER = EOQ

(3) TYPE CODE C - THE RESULTS OF THE FOLLOWING CALCULATIONS WILL BE COMPARED AND THE LOWEST ANSWER SELECTED AND PRINTED AS THE ECONOMIC ORDER QUANTITY.

(a) EOQ MONTHS X PAMIQ+RPQ-STOCK STATUS=EOQ

(b) MONTHS OF SUPPLY MODIFIER X PAMIQ + RPQ -STOCK STATUS - PAMIQ = EOQ

(c) MONTHS OF SUPPLY MODIFIER X PAMIQ = EOQ

**(4) TYPE CODE P AND Y ITEMS - NO ECONOMIC ORDER QUANTITY IS CALCULATED FOR THOSE ITEMS.  
ECONOMIC ORDER QUANTITY IS TO BE DETERMINED AT THE LOCAL LEVEL.**

**ag.** EOQ(ECONOMIC ORDER VALUE) - ECONOMIC ORDER QUANTITY TIMES LAST UNIT PURCHASE PRICE EQUALS ECONOMIC ORDER VALUE. HALF ADJUST TO WHOLE DOLLARS.

**ah.** PRINT THE FOLLOWING HEADERS AFTER THE VENDOR TOTAL ITEMS AND EOQ.

REQUISITIONED BY:

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

APPROVED BY:

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE

FUNDS AVAILABLE:

\_\_\_\_\_  
SIGNATURE/TITLE

\_\_\_\_\_  
DATE



MANAGEMENT SERVICES

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CHAPTER6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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S-6.6K continued

(6) REPORT TOTALS

- a. PROVIDENUMBER ITEMS AND ECONOMIC ORDER VALUE BY VENDOR.
- b. PROVIDE NUMBER ITEMS AND ECONOMIC ORDERVALUE BY CATEGORY.
- c. PROVIDE NUMBER ITEMS AND ECONOMIC ORDER VALUE BY STATION.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## i-6.6K REPORT LAYOUT

PORT NO. 13 REQUIREMENTS ANALYSIS REPORT

(REQUISITION FOR SUPPLIES) DECEMBER 1983

PAGE 14

FA  
IT

ACCOUNT: PHARMACY

VENDOR: PERRY POINT

EQ TABLE: XXX

INDEX 3LC		USAGE BY MONTH - CURRENT TO OLDEST													
NUMBER	ORDER	ISSUED NO.	ISSUED NO.	ISSUED NO.	ISSUED NO.	ISSUED NO.	ISSUED NO.	ISSUED NO.	ISSUED NO.						
DESCRIPTION	NUMBER	NO	QUANT	REQ	NO	QUANT	REQ	NO	QUANT	REQ					
XXX.X X X	DE	XXXXXX	XXX	AV	XXXXXX	XXX	AP	XXXXXX	XXX	C-RPO	XXXXXX	STKST	XXXXXX	TYPE CODE X	STA U/I XX
	NO	XXXXXX	XXX	JU	XXXXXX	XXX	MA	XXXXXX	XXX	O-AMIQ	XXXXXX	ON QTY	XXXXXX	MOD XXXXXXXX	VEN U/I XX
	OC	XXXXXX	XXX	JU	XXXXXX	XXX	FA	XXXXXX	XXX	L-AMIQ	XXXXXX	DI QTY	XXXXXX	EQQ MOS XX.X	EQQ XXXXXXX
IE EST: XX-XX	SUBJECT XX	SB	XXXXXX	XXX	MA	XXXXXX	XXX	JA	XXXXXX	PAMIQ	XXXXXX	DO QTY	XXXXXX	LUPP XXXX.XX	
	TOTALS	XXXXXX	XXX	XXXXXX	XXX	XXXXXX	XXX	XXXXXX	XXX	RPM	X.X	LTM	X.X	SOURCE CODE X	EOV XXXXXXX
377.7 B 4505-00-900-9136	DE	990	49	AV	1233	62	AP	1337	67	C-RPO	3321	STKST	2416	TYPE CODE A	STA U/I BT
PROUS SULFATE TABLETS 924MG	NO	745	37	JU	1053	53	MA	1114	56	O-AMIQ	1089	ON QTY	416	MOD	VEN U/I CS
'S	OC	1322	66	JU	1005	50	FE	1248	62	L-AMIQ	1074	DI QTY	2000	EQQ MOS 1.5	EQQ 2566
IE EST: 79-04	SUBJECT 21	SE	1099	55	MA	760	38	JA	1068	PAMIQ	1107	DO QTY		LUPP .67	
	TOTALS	4156	207		4051	203		4767	238	RPM	3.0	LTM	3.0		
117.4 S 4505-00-487-3574	DE	387	19	AV	240	12	AP	259	13	C-RPO	992	STKST	942	TYPE CODE A	STA U/I BT
DIUM SALICYLATE TABLETS	NO	285	14	JU	286	14	MA	222	11	O-AMIQ	239	ON QTY	942	MOD	VEN U/I CS
TERIC COATED 0.6 GM 100'S	OC	291	15	JU	325	16	FE	178	0	L-AMIQ	296	DI QTY		EQQ MOS a . 0	EQQ 546
IE EST: 80-12	SUBJECT 21	SE	284	14	MA	223	11	JA	224	PAMIQ	248	DO QTY		LUPP 1.68	
	TOTALS	1247	62		1074	53		883	44	RPM	4.0	LTM	3.0	SOURCE CODE 1	EOV 917

VENDOR TOTAL NO. 1 TENS XXXX EOV X , X % X , XXX

REQUISITIONED BY:

SIGNATURE/TITLE

DATE

APPROVED BY:

SIGNATURE/TITLE

DATE

FUNDS AVAILABLE:

SIGNATURE/TITLE

DATE



5-6.6L REPORT NO: 26 - PREPRINTED ISSUE BOOK - REQUEST FOR STOCK ISSUE

(1) GENERAL INFORMATION

- a. FREQUENCY - SEMI-ANNUAL, FEBRUARY 15TH AND AUGUST 15TH
- b. PRINTING - SMALL 1 OR 2 PART PAPER, 9 1/2 X 11 INCHES. TEARS DOWN TO 8 1/2 X 11 INCHES.
- c. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT UNIT.

(2) MENU - REPORT SEQUENCE OPTIONS

- 1 - ALPHABETICAL SEQUENCE - ALL OR PRESELECTED SUBSTATION AND USER.

SUB-MENU

ENTER SUB-STATION CODE (IF YOU WANT ALL ISSUE BOOKS TO BE IN ALPHABETICAL SEQUENCE FOR THE AREA, ENTER ALL.)

ENTER USER CODE (IF YOU WANT ALL ISSUE BOOKS TO BE IN ALPHABETICAL SEQUENCE FOR THAT SUB-STATION, ENTER ALL. )

- 2 - ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE - ALL OR PRESELECTED SUB-STATION AND USER.

SUB-MENU

ENTER SUB-STATION CODE (IF YOU WANT ALL OF THE BOOKS FOR THE AREA TO BE IN ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE, ENTER ALL.)

ENTER USER CODE\_\_\_\_(IF YOU WANT ALL ISSUE BOOKS TO BE IN ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE FOR THAT SUB-STATION, ENTER ALL.)

- 3- INDEX NUMBER SEQUENCE- ITEMS NOT SELECTED UNDER OPTIONS 1 OR 2 ABOVE WILL BE PRINTED UNDER THIS OPTION.



5-6.6L continued

(3) REPORT SEQUENCES AND PAGE BREAKS

a.. OPTION 1- ALPHABETICAL SEQUENCE .

- (1) SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER STORAGE LOCATION CODE H, R, ALL OTHER, FIRST 20 CHARACTERS OF DESCRIPTION
- (2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER.

b. OPTION 2 - ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE

- (1) SEQUENCE- AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER; CATEGORY CODE; AND FIRST 20 CHARACTERS OF DESCRIPTION,
- (2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER; OR CATEGORY CODE.

c. OPTION 3 - INDEX NUMBER SEQUENCE

- (11) SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER: STORAGE LOCATION CODE H, R, ALL OTHER; AND INDEX NUMBER.
- (2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER.

(4) SELECTION OF ITEM FOR REPORT

- a. INFORMATION FOR THIS REPORT WILL BE OBTAINED FROM SUPPLY MASTER RECORD, ISSUE BOOK MASTERS AND LOOK-UP TABLE NO. 20.
- b. ITEMS WITH PHARMACY CODE "R" OR 'w' AND ITEMS WITH EQ TYPE CODE "Y" ARE NOT BE TO SELECTED OR PRINTED ON THIS REPORT.



## MANAGEMENT SERVICES

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### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

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5-6.6L continued

- c. SELECT AND PRINT ALL OTHER ITEMS THAT HAVE HAD AN ISSUE TO THE USER IN THE PAST 12 MONTHS OR THAT HAS A PREDETERMINED USER LEVEL OF ONE (1) OR MORE.

#### (5) STATION INFORMATION

- a. ISSUE BOOKS PRINTED AUGUST 15TH ARE FOR USE DURING THE PERIOD OCTOBER-MARCH BY THE USER/REQUISITIONER.
- b. ISSUE BOOKS PRINTED FEBRUARY 15TH ARE FOR USE DURING THE PERIOD APRIL-SEPTEMBER BY THE USER/REQUISITIONER.
- c. BLUE/BLACK INK IS TO BE USED TO RECORD THE CUPBOARD STOCK QUANTITY ON HAND AND THE ORDER QUANTITY.

#### (61) REPORT CONTENT

- a. AREA - PRINT AREA CODE AND NAME.
- b. STATION - PRINT STATION CODE AND NAME.
- c. PAGE - COMPUTER GENERATED.
- d. SUB-STATION - PRINT THE SUB-STATION CODE AS CONTAINED IN THE AUXILIARY RECORD. MAY BE BLANK.
- e. USER CODE - PRINT THE USER CODE AS CONTAINED IN THE AUXILIARY RECORD.
- f. CATEGORY - ACCOUNT CODE 1, PRINT "PHARMACY", ACCOUNT CODE 3, PRINT "SUBSISTENCE"; ALL OTHER ACCOUNT CODES, PRINT "GENERAL SUPPLIES". ACCOUNT CODE IS CONTAINED IN CSMR #1.
- G INDEX NUMBER - PRINT THE INDEX NUMBER IN A 5-1 GROUPING SEPARATED BY A DECIMAL. PRINT THE INDEX NUMBER ON FIRST LINE ONLY.



## MANAGEMENT SERVICES

### CHAPTER6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6L continued

- h. STORAGE LOCATION CODE (SL) - PRINT THE STORAGE LOCATION CODE AS CONTAINED IN CSMR #1. MAY BE  
B L A N K .
- i. DESCRIPTION - PRINT THE DESCRIPTION ON 2 LINES IN A 30-30 GROUPING.
- j- UNIT OF ISSUE (UI) - PRINT THE AREA UNIT OF ISSUE. AN ASTERICK PRINTED UNDER THE UNIT OF ISSUE  
MEANS THE UNIT OF ISSUE HAS BEEN CHANGED WITHIN THE PAST 12 MONTHS.
- k. USER LEVEL - USER LEVEL IS SELECTED AND PRINTED BASED ON THE FOLLOWING:
  - (1) FIRST IF THE ISSUE BOOK MASTER CONTAINS A PREDETERMINED USER LEVEL NUMERIC 1-9999 SELECT  
AND PRINT. IDENTIFY PREDETERMINED USER LEVEL WITH 2 ASTERICKS.
  - (2) SECOND IF THE ISSUE BOOK MASTER DOES NOT CONTAIN A PREDETERMINED USER LEVEL, DIVIDE THE  
PREVIOUS SIX (6) MONTHS ISSUE QUANTITY BY 6 OR BY THE NUMBER OF MONTHS SINCE FIRST ISSUED  
IF LESS THAN 6. MULTIPLY THE ANSWER BY THE USER LEVEL MONTHS TO ARRIVE AT THE USER LEVEL  
QUANTITY. CARRY OUT ONE DECIMAL PLACE AND HALF ADJUST TO WHOLE NUMBERS.
  - (3) THIRD, IF THE EOQ TYPE CODE IS "Q", SEASONAL ITEM, AND THERE IS NOT A PREDETERMINED USER  
LEVEL DIVIDE THE OLDEST SIX MONTHS ISSUE QUANTITY BY 6 AND MULTIPLY THE ANSWER BY THE USER  
LEVEL MONTHS, CARRY OUT ONE DECIMAL PLACE AND HALF ADJUST TO WHOLE NUMBERS, TO ARRIVE AT  
THE USER LEVEL QUANTITY. IDENTIFY TYPE CODE "Q" ITEMS ON REPORT NO. 26 BY PRINTING  
"SEASONAL ITEM" ON SECOND LINE OF PRINT UNDER USER LEVEL.
- 1. UNIT COST (UC) - PRINT THE CURRENT AVERAGE UNIT COST OF THE ITEM. THE AVERAGE UNIT COST IS  
ARRIVED AT BY DIVIDING THE QUANTITY ON HAND INTO THE VALUE ON HAND. IF ZERO QUANTITY AND/OR  
VALUE ON HAND, PRINT THE LAST PURCHASE PRICE. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- m. PREVIOUS 6 MONTH QUANTITY (PREV 6 MOS QTY) TOTAL QUANTITY OF THE ITEM THAT HAS BEEN ISSUED TO  
THE USER IN THE PREVIOUS 6 MONTHS REPORT PROCESSED, FEBRUARY 15TH, PREVIOUS 6 MONTHS ISSUES  
WOULD BE FOR THE PERIOD AUGUST THROUGH JANUARY. REPORT PROCESSED AUGUST 15TH, PREVIOUS 6 MONTHS  
ISSUES WOULD BE FOR THE PERIOD FEBRUARY THROUGH JULY. ACCUMULATE 6 MONTHS ISSUE QUANTITY FROM  
CURRENT MONTH 1 THROUGH MONTH 6 FIELDS OF THE ISSUE BOOK MASTER.



5-6.6L continued

- n. PREVIOUS 6 MONTHS DOCUMENTS - NUMBER PROCESSED FOR THE USER DURING THE PREVIOUS 6 MONTHS. ACCUMULATE NUMBER OF DOCUMENTS FROM CURRENT MONTH 1 THROUGH MONTH 6 FIELDS OF THE ISSUE BOOK MASTER.
- 0. ISSUE MONTHS - HEADER MONTHS FOR REPORT PROCESSED AUGUST 15TH WILL BE OCTOBER-MARCH, REPORT PROCESSED FEBRUARY 15TH WILL BE APRIL-SEPTEMBER. THE FOLLOWING INFORMATION WILL BE PRINTED NEXT TO EACH MONTH.
  - (1) PRIOR YEAR ISSUE QUANTITY (PYIQ) - QUANTITY OF THE ITEM ISSUED TO THE USER FOR THE PRIOR ~~YEAR~~ MONTH LISTED THE QUANTITY LISTED CAN BE USED AS AN OPTIONAL USER LEVEL TO ARRIVE AT THE REQUISITIONER'S ORDER QUANTITY. PYIQ BY MONTH IS OBTAINED FROM MONTH 10 BACK THROUGH MONTH 5 OF THE ISSUE BOOK DATA FIELDS OF THE ISSUE BOOK MASTER.
  - (2) QUANTITY ON HAND (Q-OH) - PRINT HEADER "Q-OH" FOLLOWED BY 5 PERIODS. SPACE ABOVE, THE PERIODS IS TO BE USED BY THE REQUISITIONER TO RECORD THEIR CUPBOARD STOCK QUANTITY ON HAND.
  - (3) ORDERED QUANTITY (ORDQ) - PRINT HEADER "ORDQ" FOLLOWED BY 5 PERIODS. THE REQUISITIONER IS TO ENTER THEIR ORDER QUANTITY IN BLUE/BLACK INK. ORDER QUANTITY IS -- USER LEVEL OR PYIQ MINUS ON HAND QUANTITY. IDENTIFY THE ISSUED QUANTITY IN RED INK, I.E., IF THE QUANTITY ORDERED IS ISSUED, PLACE A RED CHECK MARK NEXT TO THE QUANTITY; IF THE QUANTITY ISSUED IS LESS THAN THE ORDERED QUANTITY, ANNOTATE IN RED INK THE QUANTITY ISSUED NEXT TO OR BELOW THE ORDERED QUANTITY.
- (7) REPORT TOTALS
  - a. PROVIDE NUMBER OF LINE ITEMS BY ISSUE BOOK.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

-6.6L REPORT LAYOUT (HEADER PAGE)

REPORT NO. 26 RECORD OF RECEIPT FOR SUPPLIES (HEW-394C - USE WITH 394A)  
AREA: 54 NAVJJO STATION: 45 SUP SER CNIR  
SUBSTATION: 02 ~~XXXXXXXX~~ USER CODE: 024 CATEGORY: PHARMACY

SUPPLIES FOR  
THE MONTH OF REQUESTED BY ISSUED BY RECEIVED BY \*\*

OCTOBER  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:

NOVEMBER  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:

DECEMBER  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:

JANUARY  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:

FEBRUARY  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:

MARCH  
(SIGNATURE & DATE) (SIGNATURE & DATE) (SIGNATURE & DATE)  
VOUCHER NUMBER: VOUCHER DATE:



## CHAPTER 6

### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6L REPORT LAYOUT

REPORT NO. 26 PREPRINTED ISSUE BOOK - STOCK ISSUE REQUEST PAGE

AREA: STATION:  
SUBSTATION: XX USER CODE: XXX

**CATEGORY:**

INDEX NUMBER	S L	DESCRIPTION	UI	USER LEVEL	UNIT COST	PREV 6-MOS QTY	6-MOS DOC
XXXXX.X	X	X _____ X	XX	XXXXX	XXX.XX	XXXXX	XXX
		X _____ X					

O PYIQ XXXX	N PYIQ XXXX	D PYIQ XXXX	J PYIQ XXXX	F PYIQ XXXX	M PYIQ XXXX
C Q-OH.....	D Q-OH.....	E Q-OH.....	A Q-OH.....	E Q-OH.....	A Q-OH.....
T URDQ.....	Y ORDQ.....	C ORDQ.....	N ORDQ.....	B ORDQ.....	R ORDQ.....

00816.8	3	DICLOXACILLIN SODIUM CAPSULES 250 MG 100'S	BT	69	7.40	276	5
---------	---	---	----	----	------	-----	---

250 40 100 3

O PYIQ 36	N PYIQ 36	D PYIQ 36	J PYIQ 60	F PYIQ 60	M PYIQ 36
C Q-ON.....	O Q-ON.....	E Q-ON.....	A Q-ON.....	E Q-ON.....	A Q-ON.....
T ORDQ.....	V ORDQ.....	C ORDQ.....	N ORDQ.....	B ORDQ.....	R ORDQ.....



5-6.6M REPORT NO. 26A, CUPBOARD STOCK BIN LABELS

(1) GENERAL INFORMATION

- a. FREQUENCY- AS REQUESTED.
- b. PRINTING - SPECIAL PEEL OFF LABELS, 4 X 15/16 INCHES
- c. DISTRIBUTION- PRINTED LABELS TO INVENTORY MANAGEMENT UNIT

(2) MENU - REPORT SEQUENCE OPTIONS

- a. ALPHABETICAL SEQUENCE - ALL OR PRESELECTED SUB-STATION AND USER.

(1) SUB-MENU

ENTER SUB-STATION CODE (IF YOU WANT ALL CUPBOARD STOCK BIN LABELS TO BE IN ALPHABETICAL SEQUENCE FOR THE AREA, ENTER ALL)

ENTER USER CODE (IF YOU WANT ALL CUPBOARD STOCK BIN LABELS TO BE IN ALPHABETICAL SEQUENCE FOR THAT SUB-STATION, ENTER ALL)

- b. ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE - ALL OR PRESELECTED SUB-STATION AND USER.

(1) SUB-MENU

ENTER SUB-STATION CODE (IF YOU WANT ALL OF THE CLIPBOARD STOCK BIN LABELS FOR THE AREA TO BE IN ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE, ENTER ALL.)

ENTER USER CODE (IF YOU WANT ALL CUPBOARD STOCK BIN LABELS TO BE IN ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE FOR THAT SUB-STATION, ENTER ALL)

- c. INDEX NUMBER SEQUENCE - ALL OR PRESELECTED SUB-STATION AND USER.



5-6.6M continued

(1) SUB-MENU

ENTER SUB-STATION CODE (IF YOU WANT ALL OF THE CUPBOARD STOCK BIN LABELS FOR THE AREA TO BE IN INDEX NUMBERS SEQUENCE, ENTER ALL.)

ENTER USER CODE (IF YOU WANT ALL BIN LABELS TO BE IN INDEX NUMBER SEQUENCE FOR THAT SUB-STATION, ENTER ALL.)

(31) REPORT SEQUENCES AND PAGE BREAKS

## a. OPTION 1- ALPHABETICAL SEQUENCE

(1) SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER; FIRST 20 CHARACTERS OF DESCRIPTION.

(2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H; R, ALL OTHER.

## b. OPTION 2 - ALPHABETICAL SEQUENCE WITHIN CATEGORY CODE

(1) SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER; CATEGORY CODE; AND FIRST 20 CHARACTERS OF DESCRIPTION.

(2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H, R, ALL OTHER OR CATEGORY CODE.

## c. OPTION 3 - INDEX ALPHABETICAL SEQUENCE

SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE H: R, ALL OTHER; AND INDEX NUMBER.



5-6.6M continued

(2) PAGE BREAK - CHANGE IN AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT 1, 3, ALL OTHER;  
STORAGE LOCATION CODE H, R, ALL OTHER.

(4) SELECTION OF ITEM5 FOR REPORT

- a. SELECT SUPPLY ISSUE MASTERS FOR THE AREA, STATION, SUB-STATION AND USER(S) REQUESTED AND SELECT APPROPRIATE SUPPLY MASTER RECORDS.

(5) AREA INFORMATION

- a. THIS REPORT MUST BE REQUESTED FROM THE SUPPLY SERVICE CENTER.  
b. REQUEST TO THE SUPPLY SERVICE CENTER MUST INCLUDE THE OPTION(S) WANTED.

(6) REPORT CONTENTS

- a. INDEXNUMBER - PRINT THE INDEX NUMBER IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.  
b. UNIT OF ISSUE (U/I) - PRINT THE AREA UNIT OF ISSUE.  
c. USER LEVEL - USER LEVEL IS SELECTED AND PRINTED BASED ON THE FOLLOWING:  
(1) FIRST, IF THE ISSUE BOOK MASTER CONTAINS A PREDETERMINED USER LEVEL OF 1-9999, SELECT AND IDENTIFY WITH AN ASTERICK.  
(2) SECOND, IF THE ISSUE BOOK MASTER DOES NOT CONTAIN A PREDETERMINED USER LEVEL, DIVIDE THE LATEST SIX (6) MONTHS ISSUE QUANTITY BY 6 OR THE NUMBER OF MONTHS SINCE FIRST ISSUED IF LESS THAN 6. MULTIPLY THE ANSWER BY THE USER LEVEL MONTHS TO ARRIVE AT THE USER LEVEL QUANTITY. CARRY OUT ONE (1) DECIMAL PLACE AND HALF ADJUST TO WHOLE NUMBERS.  
d. DESCRIPTION - PRINT THE DESCRIPTION ON 2 LINES IN A 30-30 GROUPING.  
e. SUB-STATION - PRINT THE SUB-STATION CODE. MAY BE BLANK.



5-6.6M continued

f. USER CODE - PRINT THE USER CODE.

(7) REPORT TOTALS

a. NONE.



## CHAPTER 6

## SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6M REPORT LAYOUT

IND # 02008.7 U/I: RL USER LEVEL  
TAPE ADHESIVE SURGICAL 1 IN X  
10 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 07048.6 U/I: BX USER LEVEL  
BANDAGE ADHESIVE STERILE  
1 IN X 3 IN 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02056.7 U/I: RL USER LEVEL  
BANDAGE COTTON ELASTIC ROLLED  
4 IN X 5 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02190.3 U/I: P G USER LEVEL  
CUP SPECIMEN PAPER W/O LTD BUZ  
50'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02291.8 U/I: FA USER LEVEL  
GOWN EXAMINATION DISPOSABLE  
WHITE UNIVERSAL SIZE  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02363.9 U/I: BX USER LEVEL  
NEEDLE HYPODERMIC 25GA X 5/8 IN  
DISPOSABLE 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02140.6 U/I: RL USER LEVEL  
TAPE ADHESIVE SURGICAL PAPER  
1 IN X 10 YDS HYPOALLERGENIC  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02448.1 U/I: KT USER LEVEL  
SUTURE REMOVAL KIT  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02742.1 U/I: PG USER LEVEL  
PADI SUPPLY PAPER L CONDOMIMPREG-  
NATED L/C X 2 IN 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02012.5 U/I: RL USER LEVEL  
TAPE ADHESIVE SURGICAL 2 IN X  
10 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02052.4 U/I: RL USER LEVEL  
BANDAGE COTTON ELASTIC ROLLED  
2 IN X 5 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02075.3 U/I: BX USER LEVEL  
BANDAGE GAUZE ELASTIC 2 IN  
STERILE 12'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02203.9 U/I: BX USER LEVEL  
DEPRESSOR TONGUE WOOD STERILE  
INDIVIDUAL WRAP 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02316.7 U/I: EA USER LEVEL  
SPECIMEN KIT URINE MIDSTREAM  
STERILE DISPOSABLE 120 ML  
AR 47 ST 33 S-ST 28 U-C 046

IND # 02376.0 U/I: TR USER LEVEL  
SPONGE SURGICAL GAUZE 4X4 IN  
STERILE 12 PLY 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02409.0 U/I: RL USER LEVEL  
PAPER SHEETING EXAM TREATMENT  
TABLE 1 8 IN X 50 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02478.3 U/I: BX USER LEVEL  
SYRINGE HYPODERMIC DISPOSABLE  
5-CC L / U NEEDLE STERILE 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02772.3 U/I: BX USER LEVEL  
TISSUE FACIAL 5X8" 2 PLY 50/BOX  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02027.3 U/I: BX USER LEVEL  
APPLICATOR DISPOSABLE STERILE  
POLYESTER TIPPED 6 IN 200'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02054.0 U/I: RL USER LEVEL  
BANDAGE COTTON ELASTIC ROLLED  
3 IN X 5 YDS  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02078.8 U/I: BX USER LEVEL  
BANDAGE GAUZE ELASTIC 3" X 5YD  
STERILE (KLING) 12'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02278.0 U/I: BX USER LEVEL  
GLOVE PATIENT TREATMENT 6 EXAM  
MEDIUM 7-1/2 TO 8 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02345.0 U/I: EA USER LEVEL  
SHEET WHITE DISPOSABLE 90 IN CH  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02390.6 U/I: TR USER LEVEL  
SPONGE SURGICAL GAUZE 1x2 IN  
STERILE 8 PLY 100'S  
AR 47 ST 03 S-ST 28 U-C 046

IND # 02410.4 U/I: KL USER LEVEL  
PAPER SHEETING EXAM TREATMENT  
TABLE 3-1/2 X 14-1/2 IN  
AR 47 ST 03 S-ST 28 U-C 346

IND # 02644.1 U/I: EA USER LEVEL  
SWABS CULTURE STERILE DISP  
COLLECTION & TRANSPORT SYSTEM  
AR 47 ST 33 S-ST 28 U-C 046

IND # 04023.1 U/I: EA USER LEVEL  
SYRINGE EAR/ ULLER SINGLE USE  
2 CC  
AR 47 ST 03 S-ST 28 U-C 046



5-6.6N REPORT NO. 26B, WAREHOUSE BIN LABELS

(1) GENERAL INFORMATION

- a. FREQUENCY -AS REQUESTED
- b. REPORT SEQUENCE - AREA; STATION; ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE; INDEX NUMBER.
- c. PRINTING - SPECIAL PEEL OFF LABELS, 4 X 15/16 INCHES
- d. DISTRIBUTION - PRINTED LABELS To REQUESTOR.

(2) SELECTION OF ITEMS FOR REPORT

- a. OPTION 1 - ALL SUPPLY MASTER RECORDS.
- b. OPTION 2 - SELECT RECORDS BASED ON PRE-DETERMINED CATEGORY (DRUGS;SUBSTANCE;ALL OTHER) AND STORAGE LOCATION CODE.

(3) REQUEST FOR REPORT

- a. REQUEST TO COMPUTER OPERATOR MUST INCLUDE REPORT NUMBER, DATE WANTED, AND SELECTION OF OPTION.

(4) REPORT CONTENTS

- a. INDEX NUMBER - PRINT ON FIRST LINE IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- b. UNIT OF ISSUE - PRINT ON SECOND LINE.
- c. REVIEW POINT QUANTITY - PRINT THE RPQ ON THIRD LINE.
- d. DESCRIPTION - PRINT ON SECOND AND THIRD LINES IN A 30-30 GROUPING.
- e. STORAGE LOCATION CODE - PRINT ON FIRST LINE.



6-6N REPORT LAYOUT

REPORT NO. 268 WAREHOUSE BIN LABELS

INDEX # XXXXX.X	DESC:	SLC: X
UNIT OF ISS: XX	X	X
RPQ: XXXXX	X	X

← 4" →

↑ 15/16" ↓



5-6.60 REPORT NO. 34 - AREA MASTER INDEX NUMBER CATALOG LISTING

(11) GENERAL INFORMATION

- a. FREQUENCY-ASNEEDED
- b. REPORT SEQUENCE - AREA; INDEX NUMBER; AND STATION
- c. START NEW PAGE - CHANGE IN AREA,
- d. PRINTING - REGULAR PAPER, 14 7/8 X 11 INCHES (NUMBER COPIES AS NEEDED.)
- e. DISTRIBUTION: PRINTED COPIES TO INVENTORY MANAGEhENT

(2) AREA REQUEST

- a. REQUEST TO COMPUTER OPERATOR MUST INCLUDE REPORT NUMBER, NAME AND NUMBER (COPIES WANTED.

(3) SELECTION OF ITEM FOR REPORT

- a. SELECT ALL SUPPLY MASTER RECORDS.

(4) REPORT CONTENTS

- a. DATE - COMPUTER PROCESSING DATE.
- b. PAGE - COMPUTER GENERATED.
- c. AREA CODE AND NAME! - PRINT AREA CODE AND NAME.
- d. INDEX NUMBER - PRINT INDEX NUMBER IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL. PRINT ON FIRST LINE ONLY.
- e. DESCRIPTION - PRINT ON 2 LINES IN A 30-30 GROUPING. PRINT FIRST TIME ONLY.



5-6.60 continued

- f. UNIT OF ISSUE (UI) - OBTAIN STATION UNIT OF ISSUE FROM SUPPLY MASTER. PRINT ON FIRST LINE ONLY.
- go STATION CODE (STA CDE) - OBTAIN STATION CODE FROM SUPPLY MASTER. START STATION CODES ON SECOND LINE OF PRINT.
- h. STORAGE LOCATION CODE (SLC) - OBTAIN STORAGE LOCATION CODE FROM SUPPLY MASTER. START STORAGE LOCATION CODES ON SECOND LINE PRINT. MAY BE BLANK.
- i. DATE ITEM ESTABLISHED - OBTAIN FROM SUPPLY MASTER AND PRINT IN A 2-2 GROUPING SEPARATED BY A DASH. PRINT FOR EACH STATION.
- j EOQ TYPE CODE (TC) - OBTAIN THE EOQ TYPE CODE FROM SUPPLY MASTER. PRINT FOR EACH STATION.
- k. PREVIOUS 12-MONTHS USAGE - ACCUMULATE 12-MONTHS USAGE FROM SUPPLY, MASTER, STOREROOM ISSUE FIELDS. PRINT TOTAL FOR EACH STATION.
- l. PROJECTED AVERAGE MONTHLY ISSUE QUANTITY(PAMIQ) - OBTAIN FROM SUPPLY MASTER PRINT FOR EACH STATION.
- M. LAST PURCHASE PRICE - OBTAIN THE LAST UNIT PURCHASE PRICE FROM SUPPLY MASTER. SEPARATE DOLLARS **AND** CENTS WITH A DECIMAL. PRINT FOR EACH STATION.
- n. VENDOR NAME - OBTAIN FROM SUPPLY MASTER, IF AVAILABLE. PRINT FOR EACH STATION.
- o. SOURCE CODE (SOU) - OBTAIN THE SUPPLY SOURCE CODE FROM SUPPLY MASTER. PRINT FOR EACH STATION.
- p\* ORDER NUMBER, NATIONAL STOCK NUMBER OR MANUFACTURER - FIRST LINE PRINT THE AREA NATIONAL STOCK NUMBER CONTAINED IN SUPPLY MASTER IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES. FOR EACH STATION LINE, PRINT THE ORDER NUMBER CONTAINED IN SUPPLY MASTER, IF AVAILABLE, AS FOLLOWS: COLUMN CONTAINS AN "M". PRINT AS CONTAINED; IF FIRST COLUMN IS NUMERIC. PRINT IN A 4-2-3-5 GROUPING SEPARATED BY DASHES.



5-6.60 continued

- q. LEAD TIME MONTHS (LTM) - OBTAIN FROM SUPPLY MASTER. PRINT FOR EACH STATION IN A 1-1 GROUPING, SEPARATED WITH A DECIMAL.
- r. GENERAL LEDGER ACCOUNT CODE (ACC CDE 125) - OBTAIN FROM SUPPLY MASTER. PRINT ON FIRST LINE ONLY.
- s. OBJECT - SUBOBJECT CODE - PRINT IN A 2-2 GROUPING, SEPARATED BY A DECIMAL. PRINT ON FIRST LINE ONLY.

(5) REPORT TOTALS - SEPARATE LAST PAGE

- a. PROVIDE TOTALS FOR PREVIOUS 12 MONTH-USAGE AND PAMIQ BY INDEX NUMBER.
- b. TOTAL NUMBER OF AREA AND STATION MASTERS.
- c. NUMBER OF AREA AND STATION MASTERS WITH NATIONAL STOCK NUMBERS.



## IT NO. 34 AREA MASTER INDEX NUMBER CATALOG LISTING

**FEBRUARY 1984**

**PAGE**

PER	S S DATE	PREV	LAST	S	A	OBI
PER DESCRIPTION	U/I	T L EST 1 12-MO	PURCH	O ORDER NUMBER	C	SUB
	A C YR-MO C	USAGE	PAMIP	U NSN OR VENDOR	LTM	OBJ
1. X X-----X	XX					
X-----X	XX X XX-XX*	X XXXXXX	XXXXXX XXXX.XX	X	X X X	X X.X
						X XX.XX
3.5 SCAPEL DISP #11 STER IND WRAP	PG			6515-00-690-6942	2	26.4A
10'S	01 S 70-06 A 79 9 2.10			D M13-9091 5-11 3.0		
	02 70-09 P 24 5 1.20	VA DEPOT		4 6516-00-690-8942 3.0		
	03 S 74-01 A 14 2 5.80			F M32395-011 3.0		
	04 77-05 A 29 5 2.30	VA DEPOT		4 6515-00-690-6942 3.0		
	06 83-02 A 14 1 6.70	AMER HOSP		D M 32387-011 3.0		
	07 S 79-10 A 6 2 6.80			D M 32394-011 3.0		
	08 S 81-05 A 5 5 .92	AMER HOSP TLVA		C M 32385-011 3.0		
	TOTAL 173 23					



5-6.6P REPORT NO. 34A, AREA NUMBER INDEX NUMBER CATALOG LISTING OF OBJECT-SUBOBJECT CODE 26.XX

(1) GENERAL INFORMATION

- a. FREQUENCY-ASNEEDED
- b. REPORT SEQUENCE - AREA; INDEX NUMBER; AND STATION CODE.
- c. START NEW PAGE - CHANGE IN AREA.
- d. PRINTING - REGULAR PAPER, 14 7/8 X 11 INCHES, (NUMBER COPIES AS NEEDED).
- e. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT.

(2) AREA ACTION

- a. REPORT MUST BE FROM COMPUTER OPERATOR. REQUEST MUST INCLUDE OBJECT-SUBOBJECT CODE WANTED, DATA WANTED, REPORT NUMBER AND REPORT NAME.

(3) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL SUPPLY MASTER RECORDS THAT PERTAIN TO THE OBJECT-SUBOBJECT CODE REQUESTED.**

(4) REPORT CONTENTS

- a. SAME AS REPORT NO. 34 (5-6.60). EXCEPT REPORT NO. 34A IS FOR A SINGLE OBJECT-SUBOBJECT CODE WITHIN THE AREA.

(5) REPORT TOTALS

- a. SAME AS FOR REPORT NO. 34.

(6) REPORT LAYOUT

- a. SAME AS REPORT NO. 34.



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT- CENTRAL OPERATIONS

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#### 5-6.6Q REPORT NO. 35 - AREA MASTER ALPHABETICAL CATALOG LISTING

##### (1) GENERAL INFORMATION

- a. FREQUENCY - AS NEEDED .
- b. REPORT SEQUENCE - AREA; FIRST 20 DIGITS OF DESCRIPTION; INDEX NUMBER; AND STATION
- c. START NEW PAGE - CHANGE IN AREA
- d. PRINTING - REGULAR PAPER, 14 7/8 X 11 INCHES, (NUMBER COPIES AS NEEDED).
- e. DISTRIBUTION: PRINTED COPIES TO INVENTORY MANAGEMENT.

##### (2) AREA ACTION

- a. REQUEST TO** COMPUTER OPERATOR MUST INCLUDE DATE WANTED, REPORT NUMBER, REPORT NAME, AND NUMBER **COPIES WANTED.**

##### (3) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL SUPPLY MASTER RECORDS FROM SUPPLY MASTER THAT PERTAIN TO THE AREA REQUESTED.

##### (4) REPORT CONTENTS AND REPORT TOTALS

- a. SAME AS REPORT NO. 34 (5-6.60), EXCEPT REPORT NO. 35 IS IN ALPHABETICAL SEQUENCE.

##### (5) REPORT LAYOUT

- a. SAME AS REPORT NO. 34.



## MANAGEMENT SERVICES

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### SUPPLY MANAGEMENT OPERATIONS

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5-6.6R. REPORT NO. 35A - AREA MASTER ALPHABETICAL, CATALOG LISTING OF OBJECT-SUBOBJECT CODE 26.XX

(1) GENERAL INFORMATION

- a. FREQUENCY-AS REQUESTED
- b. REPORT SEQUENCE - AREA; 1ST 20 DIGITS OF DESCRIPTION; INDEX NUMBER; AND STATION CODE.
- C. START NEW PAGE - CHANGE IN AREA.
- d. PRINTING - REGULAR PAPER, 14 7/8 X 11 INCHES, NUMBER COPIES AS NEEDED.
- e. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT.

(2) AREA ACTION

- a. REPORT MUST BE REQUESTED FROM COMPUTER OPERATOR. REQUEST MUST INCLUDE OBJECT-SUBOBJECT CODE-WANTED, DATA WANTED, REPORT NUMBER, REPORT NAME AND NUMBER COPIES WANTED.

(3) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL SUPPLY MASTER RECORDS **THAT PERTAIN TO THE OBJECT-SUBOBJECT CODE REQUESTED.**

(4) REPORT CONTENTS

- a. SAME AS REPORT NO. 35 (S-6.60). EXCEPT REPORT NO. 35A IS FOR A SINGLE OBJECT-SUBOBJECT CODE WITHIN THE AREA.

(5) REPORT TOTALS

- a. SAME AS FOR REPORT NO. 35.

(6) REPORT LAYOUT

- a. SAME AS REPORT NO. 34



## MANAGEMENT SERVICES

### CHAPTER 6 SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.6S REPORT NO. 37 - PHYSICAL INVENTORY LISTING

##### (1) GENERAL INFORMATION

- a. FREQUENCY - AS REQUESTED
- b. PRINTING - SMALL 1 PART, 9 1/2 X 11 INCHES
- e. DISTRIBUTION: - PRINTED COPIES TO INVENTORY MANAGEMENT UNIT.

##### (2) MENU - REPORT OPTION

- a. OPTION 1 - INDEX NUMBER BY GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER (ALL ITEMS).
- b. OPTION 2 - INDEX NUMBER BY STORAGE LOCATION CODE AND GENERAL LEDGER ACCOUNT 1,3, ALL OTHER (ALL ITEMS).
- c. OPTION 3 - INDEX NUMBER BY STORAGE LOCATION CODE AND PRESELECTED GENERAL LEDGER ACCOUNT.

##### SUB-MENU

1 - DRUGS  
Z-MEDICAL  
3-SUBSISTENCE  
4 - LABORATORY  
5 -OFFICE  
9-ALL OTHER

- a ENTER YOUR SELECTED ACCOUNT CODE \_\_\_\_\_

##### (3) REPORT SEQUENCES AND PAGE BREAKS

###### a. OPTION 1

(1) REPORT SEQUENCE - AREA; STATION; GL ACCOUNT 1, 3, ALL OTHER; INDEX NUMBER.



5-6.6S continued

(2) PAGE BREAK - CHANGE IN AREA: STATION; GL ACCOUNT 1, 3, ALL OTHER.

b. OPTION 2

(1) REPORT SEQUENCE - AREA; STATION; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE; AND INDEX NUMBER

(2) PAGE BREAK - CHANGE IN AREA; STATION; GL ACCOUNT 1, 3, ALL OTHER; STORAGE LOCATION CODE.

c. OPTION 3

(1) REPORT SEQUENCE - AREA; STATION; PRE-SELECTED GL ACCOUNT CODE; STORAGE LOCATION CODE; AND INDEX NUMBER

(2) PAGE BREAK - CHANGE IN AREA: STATION; STORAGE LOCATION CODE.

(4) REPORT REQUEST - REPORT MUST BE REQUESTED FROM THE COMPUTER OPERATOR AS NEEDED AND REQUEST MUST INCLUDE REPORT OPTION WANTED.

**(5) SELECTION OF ITEMS FOR REPORT** - SELECT ALL SUPPLY MASTER RECORDS THAT PERTAINS TO THE OPTION REQUESTED.

(6) INVENTORY PROCEDURES - REFER TO SECTION 5-6.32 OF THIS CHAPTER.

**(7) INVENTORY RECORD FILE**-REFER TO SECTION 5-6.32 OF THIS CHAPTER FOR REPORTS THAT WILL BE GENERATED FROM THE INVENTOR

(8) REPORT CONTENTS

a. DATE - DATE THE REPORT IS PROCESSED/PRINTED.

b. PAGE - GENERATED.



5-6.6S continued

- C. AREA - PRINT AREA CODE AND NAME.
- d. STATION - PRINT STATION CODE AND NAME.
- e. ACCOUNT - PRINT THE GENERAL LEDGER ACCOUNT CODE (S).
- f. SLC (STORAGE LOCATION CODE) - IF AVAILABLE PRINT THE SLC
- g. INDEXNUMBER - PRINT THE INDEX NUMBER ASSIGNED TO THE ITEM IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- h. DESCRIPTION - PRINT DESCRIPTION ON 2 LINES IN A 30-30 GROUPING.
- l. (U/I) UNIT OF ISSUE - PRINT THE STATION UNIT OF ISSUE FOR.
- J INVENTORY COUNT - PRINT HEADER ONLY.
- k. PRINT THE FOLLOWING HEADERS AT THE END OF EACH PAGE BREAK:

INVENTORY RECORDER \_\_\_\_\_ D A T E  
SIGNATURE/TITLE

INVENTORY COUNTER \_\_\_\_\_  
SIGNATURE/TITLE DATE

(9) REPORT TOTALS

- a. PROVIDE NUMBER OF LINE ITEMS BY PAGE BREAK AND BY STATION.



SUPPLY MANAGEMENT - CENTRAL OPERATIONS

-6.6S REPORT LAYOUT

REPORT NO.	37	PHYSICAL INVENTORY LISTING	DATE	PAGE
AREA:				
STAT:				
SLC	INDEX	DESCRIPTION	U	INVENTORY COUNT
X	XXXXX	X	XX	
B	50.7	PEARS STRAINED BABY FOOD	CS	
		4-1/2 OZ 24'S		
INVENTORY RECORDER:			DATE:	
SIGNATURE/TITLE			DATE:	
INVENTORY COUNTER:			DATE:	
SIGNATURE/TITLE				



5-6.6T REPORT NO. 42 - STATION ALPHABETICAL CATALOG LISTING

(1) GENERAL INFORMATION

- a. FREQUENCY-AS REQUESTED
- b. REPORT SEQUENCE - AREA; STATION; GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER; AND FIRST 20 DIGITS OF DESCRIPTION, AND INDEX NUMBER.
- c. START NEW PAGE - CHANGE IN AREA; STATION; OR GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER.
- d. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT.

(2) AREA ACTION

- a. REPORT MUST BE REQUESTED FROM COMPUTER OPERATOR. REQUEST MUST INCLUDE AREA, STATION, DATE WANTED REPORT NUMBER AND NAME.

(3) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL SUPPLY MASTER RECORDS THAT PERTAIN TO THE AREA AND STATION REQUESTED.

(4) REPORT CONTENTS

- a. DATE - COMPUTER PROCESSING DATE.
- b. PAGE-COMPUTER GENERATED.
- c. AREA CODE AND NAME - PRINT AREA CODE AND NAME.
- d. STATION CODE AND NAME - PRINT STATION CODE AND NAME.



5-6.6T continued

- e. GENERAL LEDGER ACCOUNT - FOR ACCOUNT CODE 1, PRINT - PHARMACY; ACCOUNT CODE 3, PRINT - ~~SUBSISTENCE~~; ~~ALL~~ OTHER ACCOUNT CODES, PRINT - GENERAL SUPPLIES.
- f. INDEX NUMBER - PRINT IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- g. STORAGE LOCATION CODE - PRINT THE STORAGE LOCATION CODE AS CONTAINED IN THE SUPPLY MASTER. **M Y** BE BLANK.
- h. DESCRIPTION - PRINT ON 2 LINES IN A 30-30 GROUPING.
- i. UNIT OF ISSUE (UI) - OBTAIN AREA UNIT OF ISSUE FROM SUPPLY MASTER.
- J VENDORNAME - OBTAIN FROM SUPPLY MASTER. MAY BE BLANK. PRINT ON FIRST LINE.
- k. ORDER NUMBER - NATIONAL STOCK NUMBER - IF THERE IS A STATION ORDER NUMBER CONTAINED IN SUPPLY MASTER, PRINT AS FOLLOWS: IF FIRST COLUMN CONTAINS AN "M" - PRINT AS CONTAINED: IF FIRST COLUMN IS NUMERIC, THE ORDER NUMBER IS TO BE PRINTED IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES. IF THE ORDER NUMBER FIELD IS BLANK IN SUPPLY MASTER, PRINT THE NATIONAL STOCK NUMBER CONTAINED IN SUPPLY MASTER IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES. PRINT ON SECOND LINE.
- l. AVERAGE UNIT COST - DIVIDE ON HAND QUANTITY INTO INVENTORY VALUE TO ARRIVE AT UNIT COST. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- m. SOURCE CODE (SOU) - OBTAIN SOURCE OF SUPPLY CODE FROM SUPPLY MASTER.
- n. LEAD TIME MONTHS (LT MOS) - OBTAIN LEAD TIME MONTHS FROM SUPPLY MASTER. PRINT IN A 1-1 GROUPING, SEPARATED WITH A DECIMAL.
- o. GENERAL LEDGER ACCOUNT CODE - OBTAIN ACCOUNT CODE FROM SUPPLY MASTER.
- p. OBJECT-SUBOBJECT CODE - OBTAIN FROM SUPPLY MASTER. PRINT IN A 2-2 GROUPING, SEPARATED WITH A DECIMAL.



## CHAPTER 6

## SUPPLY MANAGEMENT -.CENTRAL OPERATIONS

5-6.6T continued

- q. DATE ITEM ESTABLISHED - FISCAL YEAR AND CALENDAR MONTH ITEM ESTABLISHED. PRINT IN A 2-2 GROUPING, SEPARATED BY A DASH.
- r. PREVIOUS 12 MONTHS USAGE - TOTAAL QUANTITY ISSUED IN THE PAST12 MONTHS OR SINCE THE ITEM WAS ESTABLISHED, IF LESS THAN 12 MONTHS.
- s. PROJECTED AVERAGE MONTHLY ISSUE QUANTITY (PAMIQ) - OBTAIN PAMIQ FROM SUPPLY MASTER.
- t. EO QTYPE CODE (TYP) -OBTAIN **FROM** SUPPLY MASTER.
- u. CATEGORY CODE (CAT CDE) - OBTAIN FROM SUPPLY MASTER

**(5)** REPORT TOTALS

- a. PROVIDE LINE ITEM TOTALS BY GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER; AND STATION.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 6.6T REPORT LAYOUT

ORT NO. 42 STATION ALPHABETICAL CATALOG LISTING  
A 4 C PHOENIX  
T O 7 PHOENIX

DATE OCTOBER, 1985 PAGE 3

## PHARMACY

INDEX NUMBER	S L	DESCRIPTION	U/I	VENDOR NAME VENDOR CROER NC.	AVE UNIT COST	S O	A C	U LTM	OBJECT SUBOBJ CODE	DATE ITEM EST	PR EV 12-MO USAGE	PAMIQ	T C	P H V
02534.8		AMMONIUM CHLORIDE TABLETS SOLID	BX	PERRY POINT 6505-CO-106-0875	1.62	1	2.0	1	26.21	72-11	18	2	A	0
02531.3	H	AMOXICILLIN SUSP 125MG/5ML	BT	PERRY POINT 6505-01-013-9202	2.09	1	2.0	1	26.21	70-03	1752	218	A	0
01585.7	H	AMOXICILLIN SUSP 250MG/5ML 150 ML	BT	PERRY POINT 6505-00-013-9201	4.48	1	2.0	1	26.21	84-07	1212	144	A	0
02400.7	H	AMPHOTERICIN B INFUSION SC M C FUNGIZONE	VI	SQUIBB M437-JO	13.40	8	2.0	1	26.21	70-03	92	7	A	0
01438.4		AMPICILLIN CAPS 250 MG 5JCS	BT	WYETH M0053-C5	51.34	0	2.0	1	26.21	83-06	37	4	A	0
02310.5		AMPICILLIN CAPS 500 MG 10CS UNIT DOSE	BX	WYETH M309-05	21.73	4	2.0	1	26.21	82-05	21	2	A	0
01439.7		AMPICILLIN CAPS 500MG 50CS	BT	WYETH M0309-06	36.67	0	2.0	1	26.21	83-06	139	12	A	0
08270.1		AMPICILLIN NA INJ 1 GM POLYCLIN MILPEN	VI	VA DEPOT 6505-00-993-3518	.77	4	2.0	1	26.21	70-05	5960	490	A	0
08628.1		AMPICILLIN NA INJ 250 MG/VIAL POLYCLIN	VI	WYETH M315-C5	1.68	0	2.0	1	26.21	70-03	1900	137	A	0
08630.3		AMPICILLIN NA INJ 500 MG/VIAL POLYCLIN	VI	VA DEPOT 6505-CO-946-4700	.55	4	2.0	1	26.21	70-03	1350	102	A	0
01596.2	H	AMPICILLIN PIGGYBACK 1GM VIAL POLYCLIN	VI	DPSC 6505-01-010-8607	2.02	5	3.0	1	26.21	84-02	1425	106	A	0
01598.4	H	AMPICILLIN PIGGYBACK 2GM VIAL POLYCLIN	VI	DPSC 6505-C1-C10-8608	2.32	5	3.0	1	26.21	84-02	750	77	A	0



5-6.6U REPORT NO. 46, ANALYSIS OF STOCK ITEMS BY VENDOR NAME

(1) GENERAL INFORMATION

- a. FREQUENCY-AS REQUESTED
- b. REPORT SEQUENCE - AREA; STATION; GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER; VENDOR NAME; FIRST 20 CHARACTERS OF DESCRIPTION.
- c. START NEW PAGE - CHANGE 1N AREA; STATION; GENERAL LEDGER ACCOUNT 1, 3, ALL OTHER; OR VENDOR NAME.
- d. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO REQUESTOR.

(2) AREA ACTION

- a. REPORT MUST BE REQUESTED FROM OPERATOR. REQUEST MUST INCLUDE REPORT NUMBER, NAME, AND . DATE WANTED.

(3) SELECTION OF ITEM FOR REPORT

- a. SELECT ALL SUPPLY MASTERS THAT PERTAIN TO THE AREA AND STATION REQUESTED.

(4) REPORT CONTENTS

- a. DATE - COMPUTER PROCESSING DATE.
- b. PAGE - COMPUTER GENERATED.
- c. AREA - PRINT AREA CODE AND NAME.
- d. STATION - PRINT STATION CODE AND NAME.



5-6.6U continued

- e. ACCOUNT - FOR GENERAL LEDGER ACCOUNT CODE 1, PRINT "PHARMACY"; FOR CODE 3, PRINT 'SUBSISTENCE'; FOR ALL OTHER CODES, PRINT "GENERAL SUPPLIES".
- f. VENDOR NAME-PRINT THE VENDOR NAME. MAY BE BLANK.
- 80 STORAGE LOCATION CODE (SLC) - PRINT THE SLC AS CONTAINED IN SUPPLY MASTER. MAY BE BLANK.
- h. INDEX NUMBER - PRINT THE INDEX NUMBER AS CONTAINED IN SUPPLY MASTER IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- i. DESCRIPTION - PRINT THE DESCRIPTION AS CONTAINED IN SUPPLY MASTER IN A 30-30 GROUPING ON 2 LINES.
- 5 UNIT OF ISSUE (U/I) - PRINT THE AREA UNIT OF ISSUE AS CONTAINED IN SUPPLY MASTER.
- k. ORDER NUMBER - IF THERE IS A STATION ORDER NUMBER CONTAINED IN SUPPLY MASTER, PRINT AS FOLLOWS: IF FIRST-COLUMN-IS' "M", PRINT AS CONTAINED. IF FIRST COLUMN IS NUMERIC, PRINT THE ORDER NUMBER IN A 4-2-3-5 GROUPING, SEPARATED BY DASHES. IF THE STATION ORDER NUMBER FIELD IS BLANK, PRINT THE NATIONAL STOCK NUMBER CONTAINED IN SUPPLY MASTER IN A 4-2-3-S GROUPING, SEPARATED BY DASHES AS THE ORDER NUMBER.
- 1. SOURCE CODE (SOURCE) - PRINT THE SOURCE CODE AS CONTAINED IN SUPPLY MASTER.
- m. LEAD TIME MONTHS (LT MOS) - PRINT THE LTM AS CONTAINED IN SUPPLY MASTER IN A 1-1 GROUPING, SEPARATED BY A DECIMAL.
- n. TYPE CODE (TC) - PRINT THE EOQ TYPE CODE AS CONTAINED IN SUPPLY MASTER.
- 0. LAST PURCHASE PRICE - PRINT THE LAST PURCHASE PRICE AS CONTAINED IN SUPPLY MASTER. SEPARATE DOLLARS AND CENTS WITH A DECIMAL.
- p. PROJECTED AVERAGE MONTHLY ISSUE QUANTITY (PAMIQ) - PRINT THE PAMIQ AS CONTAINED IN SUPPLY MASTER.



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6U continued

- q. PREVIOUS 12 MONTHS USAGE - ACCUMULATE AND PRINT THE PREVIOUS 12 MONTHS ISSUE QUANTITIES AS  
~~CONTAINED~~ IN SUPPLY MASTER.
- r. PROJECTED ANNUAL ISSUE VALUE MULTIPLY THE PAMIQ TIMES 12 TIMES THE LAST PURCHASE PRICE. ROUND  
OFF TO WHOLE DOLLARS

(5) REPORT TOTALS

- a. BY VENDOR, PROVIDED SUMMARY SOURCE CODE TOTALS FOR NUMBER LINE ITEM AND PROJECTED ANNUAL~ISSUE  
VALUE AND OVERALL NUMBER LINE ITEMS AND PAIV FOR THE VENDOR.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## -6.6U REPORT LAYOUT

F NO. 46 ANALYSIS OF STOCK ITEMS BY VENDOR

DATE: 10/11/85

PAGE 4

IC PHOENIX

IC07 PARKER

CATEGORY: ALL OTHER

VENDOR NAME: AH FOSP SUPPLY

INDEX INDEX	DESCRIPTION	ORDER D/T NUMBER	SCU CODE	LT MUS	T C	LAST PURCHASE PRICE	PAMIC	PREV 12 MCS USAGE	PROJ ANN ISSUE VALUE
35.5	BANDAGE COTTON PLASTER PARIS FAST STRAP	RU M24105-03C	u	2.0	A	1.11	5	17	67
372.5	TAPE XRAY DISPOSABLE 22 1/2 X 4 0	CS M45530-C2L	D	2.0	A	18.05	1	4	217
145.5	HEEL DROMPE TIC CASE RUBBER KICKER TYPE	FA M24210-03C	4	2.0	A	2.70	4		130
159.5	WRAP SELF SEALING 5 1/4 X 11 1/8 FOR STERILIZING SUPPLIES	DX M 152510	D	2.0	A	7.58	2	10	192
160.1	WRAP SELF SEALING 7 1/2 X 14 1/2 FOR STERILIZING SUPPLIES	DX M 152713	3	2.0	A	11.37	2	5	271
172.8	WRAP STERILIZATION SELFSEALING 5 1/2 X 9 1/2 100/BX	DX M92508	C	2.0	A	4.90	4	10	235

VENDOR SOURCE CODE SUMMARY:	SOURCE	NO. II	PROJ ANN ISS VAL
	C	1	235
	D	4	749
	4	1	130
	TOTAL	6	1,114



5-6.6V REPORT NO. 70, ISSUE/SHIPPING/INVOICE DOCUMENT

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; SUB-STATION; VOUCHER NUMBER; STORAGE LOCATION CODE; INDEX NUMBER
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-STATION; VOUCHER NUMBER; STORAGE LOCATION CODE
- d. PRINTING - SMALL 2 PARTPAPER, 8 1/2 X 11 INCHES
- e. DISTRIBUTION - UNCOLLATED/UNBURSTED TO INVENTORY MANAGEMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL ISSUE RECORDS THAT CONTAIN INPUT TRANSACTION CODE "32" AND THAT ARE BLANK IN COLUMN 88.

(3) REPORT CONTENTS

- a. DATE - DATE PROCESSED, CALENDAR MONTH, DAY & YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. **REQUISITIONER: LOCATION** - PRINT THE SUB-STATION CODE AS CONTAINED IN THE ISSUE RECORD AND THE **SUB-STATION NAME FROM LOOK-UP TABLE 20.**
- d. DATE OF REQUEST - PRINT THE REQUEST DATE AS CONTAINED IN THE ISSUE RECORD IN A 2-2-2 GROUPING, SEPARATED WITH DASHES.
- e. CAN, - PRINT THE CAN AS CONTAINED IN THE ISSUE RECORD.
- f. USER - PRINT THE USER CODE AS CONTAINED IN THE ISSUER RECORD AND THE USER NAME FROM LOOK-UP TABLE 20.



5-6.6V continued

- g\* REQUEST NO. - PRINT THE REQUEST NUMBER AS CONTAINED IN THE ISSUE RECORD.
- h. SSA (SUB-SUB-ACTIVITY) - PRINT THE SSA CODE AS CONTAINED IN THE ISSUE RECORD.
1. CONTRACT/GRANT NO. - PRINT THE CONTRACT/GRANT NUMBER CONTAINED IN THE ISSUE RECORD. MAYBE **BLANK**.
- j- VOUCHER NO. - PRINT THE VOUCHER NUMBER IN A 2-2-4 GROUPING, SEPARATED WITH DASHES.
- k. STORAGE LOCATION - OBTAIN THE STORAGE LOCATION (CODE FROM SUPPLY MASTER AND PRINT AS FOLLOWS:

<u>CODE</u>	<u>PRINT</u>
B	BULK AREA
C	COMB BULK/SHELF
	FLAMMABLE STOR
i	HAZARDOUS MAT
0	OUTSIDE AREA
R	REFRIGERATION
	SHELF/BIN AREA
t	SECURITYVAULT
w	RANDOM WAREHOUSED

- 1 . INDEX NUMBER- PRINT ON FIRST LINE IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- IL DESCRIPTION - PRINT ON SECOND AND THIRD LINES IN A 30-30 GROUPING.
- n. UNIT OF ISSUE - PRINT t*i*n FIRST LINE.
0. QUANTITY REQUESTED - PRINT THE QUANTITY REQUESTED AS CONTAINED IN THE ISSUE RECORD.
- p. QUANTITY ISSUED - PRINT THE QUANTITY TO BE ISSUED.



5-6.6V continued

- q. UNIT COST - PRINT THE UNIT ISSUE COST IN A 4-2 GROUPING, SEPARATED WITH A DECIMAL. LEAVE BLANK WHEN THE ISSUE QUANTITY IS ZERO.
- r. TOTAL COST - PRINT THE TOTAL ISSUE COST IN A 5-2 GROUPING, SEPARATED WITH A DECIMAL. LEAVE BLANK ISSUE QUANTITY IS ZERO.
- s. REMARKS - PRINT AS FOLLOWS:

STK OUT-WHEN THE ISSUE QUANTITY IS ZERO. PRINT ON FIRST LINE.

PAR B/O - WHEN THE ISSUE QUANTITY IS A PARTIAL ISSUE AND A BACK ORDER IS ESTABLISHED.  
PRINT ON FIRST LINE.

QTY ADJ - WHEN THE QUANTITY REQUESTED IS ADJUSTED TO STANDARD PACK ISSUE. PRINT ON SECOND  
L I N E .

(4) REPORT TOTALS

- a. LAST PAGE BY STORAGE LOCATION PROVIDE TOTAL LINE ITEMS REQUESTED, NUMB OUTS, NUMBER PARTIAL ISSUES, TOTAL ISSUE VALUE AND HEADERS FOR ISSUED BY, DATE, CHECKED BY AND DATE.
- b. SEPARATE LAST PAGE AT END OF VOUCHER NUMBER PROVIDE NUMBER LINE ITEMS REQUESTED, NUMBER LINE ITEMS OUT, NUMBER LINE ITEM PARTIAL AND TOTAL ISSUE VALUE BY STORAGE LOCATION AND TOTALS BY VOUCHER NUMBER.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## -6.6V REPORT LAYOUT

REPORT NO. 70 ISSUE/SHIPPING/INVOICE DOCUMENT MARCH 26, 1985 PAGE XXX

REQUISITIONER: LOC XX - XXXXXXXXXXXXXXXX DATE OF REQUEST: XX-XX-XX

CAN XXXXXX USER XXX - XXXXXXXXXXXXXXXX REQUEST NO. XXXXXXXX

SSA XX CONTRACT/GRANT NO: XXXXXXXXXXXXXXXX VOUCHER NO: XX-XX-XXXX

STORAGE LOCATION: XXXXXXXXXXXXXXXX

INDEX NUMBER DESCRIPTION	UI	QUANT REQ'D	QUANT ISSUED	UNIT COST	TOTAL COST	REMARKS
XXXXX.X	XX	XXXXXX	XXXXXX	XXXX.XX	XXXXX.XX	XXXXXXXXXX
X-----X						
X-----X						

LAST PAGE BY STORAGE LOCATION

TOTAL LINE ITEMS: XXXX NO. OUTS: XXX NO. PARTIALS: XXX ISS VAL XXXXX.XX

ISSUED BY: DATE: CHECKED BY: DATE:

SEPARATE LAST PAGE AT END OF VOUCHER NUMBER

## VOUCHER NUMBER CONTROL SHEET

STORAGE LOC	NO LI ITEMS	LI OUTS	NO LI PARTIALS	ISSUE VALUE	ISSUE DOC ASSIGNED TO	DATE
XXXXXXXXXXXXXXXXXX	XXXXX	XXXX	XXXX	XXXXXX.XX		
XXXXXXXXXXXXXXXXXX	XXXXX	XXXX	XXXX	XXXXXX.XX		
TOTAL	XXXXX	XXXX	XXXX	XXXXXX.XX		



MANAGEMENT SERVICES

CHAPT

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6W REPORT NO. 71, BACK ORDER ISSUE / SHIPPING / INVOICE DOCUMENT

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; SUB-STATION; VOUCHER NUMBER; STORAGE LOCATION CODE; INDEX NUMBER
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-STATION; VOUCHER NUMBER; STORAGE LOCATION CODE
- d. PRINTING - SMALL 2 PART PAPER; 8 1/2 X 11 INCHES
- e. DISTRIBUTION - UNCOLLATED/UNBURSTED TO INVENTORY MANAGEMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT ALL ISSUE RECORDS THAT CONTAIN INPUT TRANSACTION CODE "31".

(3) REPORT CONTENTS

- a. DATE - DATE PROCESSED, CALENDAR MONTH, DAY & YEAR.
- b. PAGE -COMPUTER GENERATED .
- c. REQUISITIONER: LOCATION - PRINT THE SUB-STATION CODE AS CONTAINED IN THE ISSUE-RECORD AND THE SUB-STATION NAME FROM LOOK-UP TABLE 20.
- d. DATE OF REQUEST - PRINT THE REQUEST DATE AS CONTAINED IN THE ISSUE RECORD IN A 2-2-2 GROUPING, SEPARATED WITH DASHES.
- e. CAN - PRINT THE CAN AS CONTAINED IN THE ISSUE RECORD.
- f. USER - PRINT THE USER CODE AS CONTAINED IN THE ISSUE RECORD AND THE USER NAME FROM LOOK-UP TABLE



S-6.6W continued

- g. REQUEST NO. - PRINT THE REQUEST NUMBER AS CONTAINED IN THE ISSUE RECORD.
- h. SSA (SUB-SUB-ACTIVITY) - PRINT THE SSA CODE AS CONTAINED IN THE ISSUE RECORD.
- i. CONTRACT/ GRANT NO. - PRINT THE CONTRACT/GRANT NUMBER CONTAINED IN THE ISSUE RECORD. MAY BE BLANK.
- j. VOUCHER No. - PRINT THE VOUCHER NUMBER IN A 2-2-4 GROUPING, SEPARATED WITH DASHES.
- k. STORAGE LOCATION - OBTAIN THE STORAGE LOCATION CODE FROM SUPPLY MASTER AND PRINT AS FOLLOWS:

<u>CODE</u>	<u>PRINT</u>
<b>B</b>	BULK AREA
<b>C</b>	COMB BULK/SHELF
<b>F</b>	FLAMMABLE STOR
<b>H</b>	HAZARDOUS MAT
<b>O</b>	OUTSIDE AREA
<b>R</b>	REFRIGERATION
<b>S</b>	SHELF/BIN AREA
<b>V</b>	SECURITY VAULT
<b>W</b>	RANDOM WAREHOUSED

- l. INDEX NUMBER - PRINT ON FIRST LINE IN A S-1 GROUPING, SEPARATED WITH A DECIMAL.
- m. DESCRIPTION - PRINT ON SECOND AND THIRD LINES IN A 30-30 GROUPING.
- n. UNIT OF ISSUE - PRINT ON FIRST LINE.
- o. QUANTITY BACK ORDERED - PRINT THE QUANTITY BACK ORDERED AS CONTAINED IN THE ISSUE RECORD.
- p- QUANTITY ISSUED - PRINT THE QUANTITY TO BE ISSUED.



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT. - CENTRAL OPERATIONS

5-6.6W continued

PRINT THE UNIT ISSUE COST IN A 4-2 GROUPING, SEPARATED WITH A DECIMAL. LEAVE BLANK  
Q. WHEN THE ISSUE QUANTITY IS ZERO.

r. TOTAL COST - PRINT THE TOTAL ISSUE COST IN A 5-2 GROUPING, SEPARATED WITH A DECIMAL. LEAVE  
BLANK WHEN THE ISSUE QUANTITY IS ZERO.

s. REMARKS - PRINT AS FOLLOWS:

PAR B/O - WHEN THE BACK ORDERED ISSUE QUANTITY IS A PARTIAL ISSUE AND ANOTHER BACK ORDER IS  
ESTABLISHED. PRINT ON FIRST LINE.

QTY ADJ - WHEN THE QUANTITY REQUESTED IS ADJUSTED TO STANDARD PACK ISSUE. PRINT ON SECOND  
LINE.

#### (4) REPORT TOTALS

a. LAST PAGE BY STORAGE LOCATION PROVIDE TOTAL LINE ITEMS REQUESTED, NUMBER OUT'S, NUMBER PARTIAL  
ISSUES, TOTAL ISSUE VALUE AND HEADERS FOR ISSUED BY, DATE, CHECKED BY AND DATE.

b. SEPARATE LAST PAGE AT END OF VOUCHER NUMBER PROVIDE NUMBER LINE ITEMS, NUMBER LINE  
ITEMS OUT, NUMBER LINE ITEMS PARTIAL AND TOTAL ISSUE VALUE BY STORAGE LOCATION AND TOTALS BY  
VOUCHER NUMBER.



5.6W REPORT LAYOUT

REPORT NO. 71 BACK ORDER ISSUE/SHIPPING/INVOICE DOCUMENT MARCH 26, 1985

REQUISITIONER: LOC. XX - XXXXXXXXXXXXXXXX DATE OF REQUEST: XX-XX-XX

CAN XXXXXX USER XXX - XXXXXXXXXXXXXXXX REQUEST NO. XXXXXXXX

SSA XX CONTRACT/GRANT NO: XXXXXXXXXXXXXXXX VOUCHER NO. XX-XX.XXXX

STORAGE LOCATION: XXXXXXXXXXXXXXXX

INDEX NUMBER DESCRIPTION	UI	QUANT B/O	QUANT ISSUED	UNIT COST	TOTAL COST	REMARKS
XXXXX.X	XX	XXXXXX	XXXXXX	XXXX.XX	XXXXX.XX	XXXXXXXX
X-----X						
X-----X						

ISSUED BY:

DATE:

CHECKED B Y :

DATE:

SEPARATE LAST PAGE AT END OF VOUCHER NUMBER

VOUCHER NUMBER CONTROL SHEET

STORAGE LOC	NO LI ITEMS	LI OUTS	NO LI PARTIALS	ISSUE VALUE	ISSUE DOC ASSIGNED TO	DATE
XXXXXXXXXXXXXXXXXX	XXXXX	XXXX	XXXX	XXXXXX.XX		
XXXXXXXXXXXXXXXXXX	XXXXX	XXXX	XXXX	XXXXXX.XX		
TOTAL	XXXXX	XXXX	XXXX	XXXXXX.XX		



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6X REPORT NO. 72, UNDELIVERED PURCHASE ORDER - FOLLOW UP REPORT

(1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; PURCHASE ORDER NUMBER; INDEX NUMBER.
- c. START NEW PAGE - CHANGE IN AREA; STATION; PURCHASE ORDER NUMBER.
- d. PRINTING - SMALL 2 PART PAPER, 8 1/2 X 11 INCHES
- e. DISTRIBUTION - UNCOLLATED/UNBURSTED TO PROCUREMENT.

(2) SELECTION OF ITEMS FOR REPORT

- a. SELECT MASTER RECORDS THAT CONTAIN A DUE IN THAT IS SEVEN (7) CALENDAR DAYS PAST THE DUE IN DATE OR THAT IS SEVEN (7) CALENDAR DAYS PAST PREVIOUS FOLLOW UP DATE.

(3) REPORT CONTENTS

- a. DATE - DATE PROCESSED, CALENDAR MONTH, DAY AND YEAR.
- b. PURCHASE ORDER NUMBER - PRINT THE PURCHASE ORDER NUMBER AS CONTAINED IN THE SUPPLY MASTER.
- c. DELIVERY DUE DATE - PRINT THE DUE IN DATE AS CONTAINED IN THE SUPPLY MASTER IN A 2-2-2 GROUPING, SEPARATED WITH DASHES.
- d. INDEX NUMBER - PRINT IN A 5-1 GROUPING SEPARATED WITH A DECIMAL.
- e. DESCRIPTION - PRINT THE DESCRIPTION IN A 30-30 GROUPING ON TWO LINES.
- f. UNIT OF ISSUE - PRINT THE AREA UNIT OF ISSUE.



5-6.6X continued

- g. PRINT THE DUE IN QUANTITY AS CONTAINED IN THE SUPPLY MASTER FOR THIS PURCHASE  
DUE IN QUANTITY
- h. QUANTITY ON HAND - PRINT THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLY MASTER.
- i. PAMIQ(PROJECTED AVERAGE MONTHLY ISSUE QUANTITY) - PRINT THE PAMIQ AS CONTAINED IN THE SUPPLY  
MASTER.
- j. NUMBER DAYS LATE - SUBTRACT THE ITEM DUE IN DATE FROM THE CURRENT PROCESSING DATE TO ARRIVE AT  
THE NUMBER DAYS LATE.
- k. LT MOS(LEAD TIME MONTHS) - PRINT THE LEAD TIME MONTHS AS CONTAINED IN THE SUPPLY MASTER IN A  
1-1 GROUPING, SEPARATED WITH A DECIMAL.
- 1. PRINT THE FOLLOWING HEADERS AT THE END OF EACH PURCHASE ORDER:  
  
FOLLOW UP MADE BY: DATE:  
  
STATUS:



# MANAGEMENT

CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL RA N

## 5-6.6X REPORT LAYOUT

REPORT NO.	72	UNDELIVERED PL	PURCHASE ORDER NO.	NO.	DATE	MARCH 26, 1985	LT NOS
PURCHASE ORDER NO.	XXXXXX	DELIV ORDER	DELIV ORDER	DELIV ORDER	DELIV ORDER	DELIV ORDER	DELIV ORDER
INDEX NUMBER	XXXXX.X	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION	DESCRIPTION
XXXXX.X	X						
XXXXX.X	X						

DATE:

FOLLOW UP MADE BY:

STATUS



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.6Y REPORT NO. 73, STOCK OUTAGE - LOW INVENTORY - DUE OUT REPORT

##### (1) GENERAL INFORMATION

- a. FREQUENCY - DAILY
- b. REPORT SEQUENCE - AREA; STATION; GENERAL LEDGER ACCOUNT CODE; INDEX NUMBER.
- c. START NEW PAGE - CHANGE IN AREA; STATION; GL ACCOUNT CODE.
- d. PRINTING - REGULAR 1 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO SUPPLY SERVICE CENTER DIRECTOR.

##### (2) SELECTION OF ITEMS FOR THIS REPORT

- a. SELECT ITEMS WHEN THE QUANTITY ON HAND IS ZERO (0) OR THE QUANTITY ON HAND IS EQUAL TO OR LESS THEN THE PROJECTED AVERAGE MONTHLY ISSUE QUANTITY. USE SUPPLY MASTER FILE AND AUXILIARY SUPPLY FILE NO. 1, PENDING DUE OUTS.

##### (3) REPORT CONTENT'S

- a. DATE - PRINT THE PROCESSING DATE, CALENDAR MONTH, DAY AND YEAR.
- b. PAGE-COMPUTER GENERATED.
- c. GL ACCOUNT 125.X - PRINT THE GENERAL LEDGER ACCOUNT CODE.
- d. INDEX NUMBER - PRINT THE INDEX NUMBER IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL. PRINT ON FIRST LINE ONLY.
- e. DESCRIPTION - PRINT IN A 30-30 GROUPING ON TWO (2) LINES.
- f. UI (UNIT OF ISSUE) - PRINT THE AREA UNIT OF ISSUE. PRINT ON FIRST LINE.



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6Y continued

- g. PAMIQ(PROJECTED AVERAGE MONTHLY ISSUE QUANTITY)- PRINT THE PAMIQ AS CONTAINED IN THE SUPPLY MASTER PRINT ON FIRST LINE
- h. QUANTITY ON HAND - PRINT THE QUANTITY ON HAND AS CONTAINED IN THE SUPPLYMASTER. PRINT ON FIRST LINE.
- i. DUE IN QUANTITY - PRINT THE DUE IN QUANTITIES AS CONTAINED IN THE SUPPLY MASTER. PRINT EACH DUE IN QUANTITY FOR THE ITEM ON A SEPARATE LINE.
- 5 PONO. (PURCHASE ORDER NUMBER) - PRINT THE PO NO. AS CONTAINED IN THE SUPPLY MASTER. PRINT EACH DUE IN PURCHASE ORDER NUMBER FOR THE ITEM ON A SEPARATE LINE.
- k. DUE IN DATE - PRINT THE DUE IN DATE AS CONTAINED IN THE SUPPLY MASTER IN A 2-2-2 GROUPING, SEPERATED WITH DASHES. PRINT EACH DUE IN DATE FOR THE ITEM ON A SEPARATE LINE.
- 1. DUE OUT QUANTITY - PRINT THE DUE OUT QUANTITY AS CONTAINED IN THE AUXILIARY SUPPLY FILE NO. 1. PRINT EACH DUE OUT QUANTITY FOR THE ITEM ON A SEPARATE LINE.
- m. DUE OUT TO LOCATION - PRINT THE SUB-STATION CODE AS CONTAINED IN THE AUXILIARY SUPPLY FILE No. 1. PRINT EACH DUE OUT TO LOCATION FOR THE ITEM ON A SEPARATE LINE.
- n. DUE OUT TO USER - PRINT THE USER CODE AS CONTAINED IN THE AUXILIARY FILE NO. 1. PRINT EACH USER CODE FOR THE ITEM ON A SEPARATE LINE.
- o. EQO TYPE CODE - PRINT THE EQO TYPE CODE AS CONTAINED,IN THE SUPPLY MASTER. PRINT ON FIRST-LINE.

(4) REPORT TOTALS

- a. PROVIDE QUANTITY ON HAND,TOTAL QUANTITY DUE IN, AND TOTAL QUANTITY DUE OUT BY INDEX NUMBER.
- b. PROVIDE NUMBER LINE ITEMS BY GL ACCOUNT CODE.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6Y REPORT LAYOUT

REPORT NO. 74<sup>3</sup> STOCK OUTAGE-LOW INVENTORY-DUE OUT REPORT    MARCH 26, 1985    PAGE

GL ACCOUNT 125.X

INDEX NUMBER	DESCRIPTION	UI	PANIQ	QTY ON HAND	DUE IN QTY	PO NO.	DUE IN DATE	DUE OUT QTY	DUE OUT TO LOC	USER	EOQ TYPE CODE
XXXXX.X	X=====X	XX	XXXXX	XXXXXX	XXXXXX	XXXXXXXX	XX-XX-XX	XXXXXX	XX	XXX	X
	X=====X				XXXXXX	XXXXXXXX	XX-XX-XX	XXXXXX	XX	XXX	
					XXXXXX	XXXXXXXX	XX-XX-XX	XXXXXX	XX	XXX	
								XXXXXX	XX	XXX	
TOTAL				XXXXXX	XXXXXX			XXXXXX			



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.6Z REPORT NO. 74, STORES STOCK ISSUES/BUDGET ANALYSIS BY LOCATION

###### (1) GENERAL INFORMATION

- a. FREQUENCY - END OF MONTH
- b. REPORT SEQUENCE - AREA; STATION; SUB-STATION; SUB-SUB-ACTIVITY; GL ACCOUNT CODE.
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-STATION; OR SUB-SUB-ACTIVITY
- d. PRINTING - SMALL 2 PART PAPER, 11 X 8 1/2 INCHES
- e. DISTRIBUTION - TO INVENTORY MANAGEMENT

###### (2) SELECTION OF DATA FOR. REPORT

- a. SELECT APPROPRIATE AUXILIARY RECORDS AND DATA FROM LOOK-UP TABLE NO. 21.

###### (3) REPORT CONTENTS

- a. LOCATION - PRINT THE SUB-STATION CODE AND OBTAIN THE NAME FROM LOOK-UP TABLE 20.
- b. DATE - PRINT THE DATE THE REPORT IS PROCESSED.
- c. PAGE - COMPUTER GENERATED
- d. SUB-SUB-ACTIVITY CODE.- PRINT THE SUB-SUB-ACTIVITY CODE.
- e. ACCOUNT - PRINT THE ACCOUNT CODE AND ACCOUNT NAME.
- f. ANNUAL BASE BUDGET - PRINT THE ANNUAL BASE BUDGET IN A 1-3-3 GROUPING, SEPARATED BY COMMAS. OBTAINED FROM TABLE 21.
- g. BUDGET ADJUSTMENTS - PRINT THE BUDGET ADJUSTMENTS (+ OR -) IN A 3-3 GROUPING, SEPARATED WITH A ~~COMMA~~, OBTAIN FROM LOOK-UP TABLE 21.



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT CENTRAL OPERATIONS

5-6.6Z continued

- h. ADJUSTED ANNUAL BUDGET- ANNUAL BASE BUDGET(f)PLUS OR MINUS BUDGET ADJUSTMENTS (g) EQUALS ADJUSTED ANNUAL BUDGET.
- 1. ALLOTMENT TO DATE - OBTAIN FROM LOOK-UP TABLE 21.
- j- RECURRING ISSUES
  - (1) CURRENT MONTH - VALUE OF CURRENT MONTH'S STOCK ISSUES. OBTAIN FROM AUXILIARY FILE #2.
  - (2) YEAR-TO-DATE - VALUE OF YEAR-TO-DATE STOCK ISSUES. OBTAIN FROM AUXILIARY FILE #2,
- k. NON-RECURRING ISSUES Y-T-D VALUE OF Y-T-D NON RECURRING STOCK ISSUES. OBTAIN FROM AUXILIARY FILE #2
  - 1. CURRENT FUND BALANCE - ALLOTMENT TO DATE MINUS YEAR-TO-DATE VALUES OF RECURRING AND NON-RECURRING STOCK ISSUES.
- m. PROJECTED YEAR-END BALANCE- AVERAGE MONTHLY RECURRING ISSUE VALUE TIMES 12 PLUS YEAR-TO-DATE VALUE OF NON-RECURRING ISSUES SUBTRACTED FROM ADJUSTED ANNUAL BUDGET.

#### (4) REPORT TOTALS

- a. PROVIDE OVERALL TOTALS BY SUB-SUB-ACTIVITY AND SUB-STATION.
- b. ACCUMULATE APPROPRIATE TOTALS FOR REPORT NO. 75.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

1-6.6Z REPORT LAYOUT

REPORT NO.	74 STORES	STOCK ISSUES/BUDGET	ANALYSIS BY LOCATION	AS OF:	ADJUSTED ANNUAL BUDGET	ALLOTMENT TO DATE	RECURRING ISSUES CUR NO	NON-REG ISSUES Y-T-D	CURRENT FUND BALANCE	PROJECTED YEAR END BALANCE
LOCATION:	XX - XXXXX	XXXXXX	XX-XX-XX	PAGE: XX						
SUB-SUB ACTIVITY:	XX									
ACCOUNT	ANNUAL BASE BUDGET	BUDGET ADJUST. ± DR -								
ACC 1 DRUGS	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
ACC 2 MED-SUR	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
ACC 3 SUBSIST	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
ACC 4 LAB	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
ACC 5 ADMIN	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
ACC 9 OTHER	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX
TOTAL	X,XXX,XXX	XXX,XXX±	X,XXX,XXX		X,XXX,XXX	X,XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX±	X,XXX,XXX



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

#### 5-6.6AA REPORT NO. 75 SUMMARY OF STORES STOCK ISSUES/BUDGET ANALYSIS

##### (1) GENERAL INFORMATION

- a. FREQUENCY-END OF MONTH
- b. REPORT SEQUENCE - AREA; STATION; SUB-SUB-ACTIVITY CODE; GL ACCOUNT CODE; SUB-STATION CODE.
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-SUB-ACTIVITY.
- d. PRINTING - SMALL 2 PART PAPER, 11 X 8 1/2 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO SUPPLY SERVICE CENTER DIRECTOR.

##### (2) SELECTION OF DATA FOR THIS REPORT

- a. ACCUMULATE DATA FROM REPORT NO. 74.

##### (3) REPORT CONTENTS

- a. DATE - PRINT THE PROCESSING DATE, CALENDAR MONTH, DAY AND YEAR.
- b. PAGE - COMPUTER GENERATED.
- c. SUB-SUB-ACTIVITY - PRINT THE SUB-SUB ACTIVITY CODE.
- d. ACCOUNT - PRINT THE ACCOUNT CODE AND ACCOUNT NAME.
- e. LOCATION - PRINT THE NAME OF THE SUB-STATION LOCATION.
- f. ANNUAL BASE BUDGET - ACCUMULATE **FROM** REPORT NO. 74.
- g. BUDGET ADJUSTS - ACCUMULATE FROM REPORT NO. 74.



5-6.6AA continued

h. ADJUSTED ANNUAL BUDGET - ANNUAL BASE BUDGET (f) PLUS OR MINUS BUDGET ADJUSTMENTS (g) **EQUALS**  
ADJUSTED ANNUAL BUDGET.

1. ALLOTMENT TO DATE - ACCUMULATE FROM REPORT NO, 74.

5 TOTAL ISSUES Y-T-D - ACCUMULATE RECURRING ISSUES Y-T-D PLUS NON-RECURRING ISSUES Y-T-D FROM  
REPORT NO 74.

k. CURRENT FUND BALANCE-ADJUSTMENT TO DATE (i) MINUS TOTAL ISSUES Y-T-D (j).

1. PROJECTED YEAR END BALANCE - ACCUMULATE FROM REPORT NO. 74

(4) REPORT TOTALS

a. PROVIDE TOTALS BY ACCOUNT CODE.

b. PROVIDE OVERALL TOTALS BY SUB-STATION WITHIN SUB-SUB-ACTIVITY AND REPORT.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS,

## 5-6.6AA REPORT LAYOUT

REPORT NO. 75 SUMMARY OF STORES STOCK ISSUES/BUDGET ANALYSIS						AS OF: XX-XX-XX	PAGE:	
SUB-SUB ACTIVITY: XX								
ACCOUNT	LOCATION	ANNUAL BASE BUDGET	BUDGET ADJUST + OR -	ADJUSTED ANNUAL BUDGET	ALLOTMENT TO DATE	TOTAL ISSUES Y-T-D	CURRENT FUND BALANCE	PROJECTED YEAR END BALANCE
ACC 1 DRUGS	X-----X	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
ACC 2 MED-SUR	GALLUP	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
	FT DEFIANCE	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
	CROWNPOINT	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
	SHIPROCK	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
	TOTAL	X,XXX,XXX	XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX



5-6.6AB REPORT NO. 76, ANALYSIS OF ISSUES BY USER

(1) GENERAL INFORMATION

- a. FREQUENCY - AS REQUESTED
- b. REPORT SEQUENCE - AREA; STATION; SUB-STATION; USER CODE; GL ACCOUNT.
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-STATION; USER CODE.
- d. PRINTING - REGULAR 2 PART PAPER, 14 7/8 X 11 INCHES.
- e. DISTRIBUTION - PRINTED COPIES TO REQUESTOR.

(2) REQUEST FOR REPORT

- a. REPORT MUST BE REQUESTED FROM THE CCMPTER OPERATOR. REQUEST MUST INCLUDE REPORT NO., NAME, DATE AND SUB-STATION WANTED.

(3) SELECTION OF DATA FOR THIS REPORT

- a. INFORMATION FOR THIS REPORT IS SELECTED FROM AUXILIARY SUPPLY FILES AND LOOK-UP TABLE NO. 20.

141 REPORT CONTENTS

- a. DATE - PRINT THE PROCESSING DATE, CALENDAR, MONTH, DAY AND YEAR.
- b. SUB-STATION - PRINT THE SUB-STATION CODE AND NAME. OBTAIN NAME FROM LOOK-UP TABLE NO. 20.
- c. USER - PRINT THE USER CODE AND NAME. OBTAIN USER NAME FROM LOOK-UP TABLE NO. 20.

NOTE: THEN FOLLOWING INFORMATION IS PROVIDED BY GL ACCOUNT AND OVERALL TOTAL.

- d. SCHEDULED STOCK ISSUE REQUEST



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6AB continued

(1) NUMBER LINE ITEMS

- a. CURRENT MONTH - NUMBER LINE ITEMS REQUESTED ON SCHEDULE IN THE CURRENT MONTH.
- b. YEAR-TO-DATE; - NUMBER LINE ITEMS REQUESTED ON SCHEDULE FROM THE BEGINNING OF THE FISCAL YEAR THROUGH CURRENT MONTH.
- c. PERCENT - PERCENT OF THE ITEMS REQUESTED ON SCHEDULE. DIVIDE THE TOTAL Y-T-D LINE ITEM ISSUE REQUEST INTO THE SCHEDULED Y-T-D LINE ITEM ISSUE REQUEST, CARRY OUT ONE (1) DECIMAL PLACE.

(2) NUMBER DOCUMENTS

- a. CURRENT-MONTH OF DIFFERENT ON SCHEDULE ISSUE DOCUMENTS PROCESSED FOR THE CURRENT MONTH
- b. YEAR-TO-DATE - NUMBER OF DIFFERENT, ON SCHEDULE ISSUE DOCUMENTS PROCESSED FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH
- c. PERCENT- PERCENT OF, THE DOCUMENTS SUBMITTED ON SCHEDULE. DIVIDE THE TOTAL NUMBER Y-T-D DOCUMENTS INTO THE ON SCHEDULE Y-T-D TOTAL NUMBER DOCUMENTS, CARRY OUT ONE (1) DECIMAL PLACE.

e. UNSCHEDULED STOCK ISSUE REQUEST

(1) NUMBER LINE ITEM

- a. CURRENT MONTH- NUMBER OF LINE ITEMS REQUESTED OFF SCHEDULE IN THE CURRENT MONTH.
- b. YEAR-TO-DATE - NUMBER LINE ITEMS REQUESTED OFF SCHEDULE FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH.



S-6.6AB continued

- c. PERCENT -PERCENT OF THE ITEMS REQUESTED OFF SCHEDULE. DIVIDE THE TOTAL YEAR-TO-DATE LINE ITEMS ISSUE REQUEST INTO THE UNSCHEDULED YEAR-TO-DATE LINE ITEM ISSUE REQUEST, CARRY OUT ONE (1) DECIMAL POINT.

**(2) NUMBER DOCUMENTS**

- a. CURRENT MONTH-NUMBER OF DIFFERENT OFF SCHEDULE ISSUE DOCUMENTS PROCESSED FOR THE CURRENT MONTH.
- b. YEAR-TO-DATE - NUMBER OF DIFFERENT OFF SCHEDULE ISSUE DOCUMENTS PROCESSED FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE MONTH
- c. PERCENT-PERCENT OF THE ISSUE DOCUMENTS SUBMITTED OFF SCHEDULE. DIVIDE THE TOTAL NUMBER YEAR-TO-DATE DOCUMENTS INTO THE OFF SCHEDULE YEAR-TO-DATE TOTAL NUMBER DOCUMENTS, CARRY OUT ONE (1) DECIMAL PLACE.

**f. TOTAL STOCK ISSUE REQUEST****(1) NUMBER LINE ITEMS**

- a. CURRENT MONTH - TOTAL NUMBER OF LINE ITEMS REQUESTED ON SCHEDULE AND OFF SCHEDULE DURING THE CURRENT MONTH.
- b. YEAR-TO-DATE - TOTAL NUMBER OF LINE ITEMS REQUESTED ON SCHEDULE AND OFF SCHEDULE FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH.

**(2) NUMBER DOCUMENTS**

- a. CURRENT MONTH - TOTAL NUMBER OF ON SCHEDULE AND OFF SCHEDULE DOCUMENTS PROCESSED DURING THE CURRENT MONTH.
- b. YEAR-TO-DATE - TOTAL NUMBER OF ON SCHEDULE AND OFF SCHEDULE DOCUMENTS PROCESSED FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6AB continued

g. NUMBER LINE ITEMS WITH ZERO ISSUE

- (1)  $\frac{\text{NUMBER LINE ITEMS}}{\text{YEAR-TO-DATE TOTAL}}$  - NUMBER LINE ITEMS REQUESTED FROM STOCK THAT HAD ZERO QUANTITY ISSUED.
- (2) PERCENT PERCENT OF THE ITEMS REQUESTED FROM STOCK THAT HAD ZERO QUANTITY ISSUED. DIVIDE THE TOTAL NUMBER LINE ITEMS REQUESTED FROM STOCK (Y-T-D) INTO THE NUMBER LINE ITEMS WITH ZERO ISSUE. CARRY OUT ONE (1) DECIMAL PLACE.

h. NUMBER LINE ITEMS WITH PARTIAL ISSUE

- (1)  **$\frac{\text{NUMBER LINE ITEMS}}{\text{ISSUED. YEAR-TO-DATE TOTAL.}}$**  - NUMBER LINE ITEM REQUESTED FROM STOCK THAT HAD A PARTIAL QUANTITY ISSUED.
- (2) PERCENT - PERCENT OF THE LINE ITEM REQUESTED FROM STOCK THAT HAD A PARTIAL QUANTITY ISSUED. DIVIDE THE TOTAL NUMBER LINE ITEMS REQUESTED FROM STOCK (Y-T-D) INTO THE NUMBER LINE ITEMS WITH PARTIAL ISSUE. CARRY OUT ONE (1) DECIMAL PLACE.

i. NUMBER LINE ITEMS BACK ORDERED

- (1)  $\frac{\text{NUMBER LINE ITEMS}}{\text{YEAR-TO-DATE TOTAL.}}$  - NUMBER LINE ITEMS BACK ORDERED DUE TO STOCK OUTAGE AND PARTIAL FILLS.
- (2) PERCENT - PERCENT OF LINE ITEMS BACK ORDERED. DIVIDE THE TOTAL NUMBER LINE ITEMS; REQUESTED FROM STOCK (Y-T-D) INTO THE NUMBER LINE ITEMS BACK ORDERED. CARRY OUT ONE (1) DECIMAL PLACE.

5 NUMBER LINE ITEMS WITH QUANTITY ADJUSTED

- (1)  $\frac{\text{NUMBER LINE ITEMS}}{\text{PACK ISSUE. YEAR-TO-DATE TOTALS.}}$  - THE NUMBER OF LINE ITEMS THAT HAD ORDERED QUANTITY ADJUSTED TO STANDARD



S-6.6AB continued

(2) PERCENT - PERCENT OF THE LINE ITEM REQUESTED THAT WERE ADJUSTED TO STANDARD PACK. DIVIDE THE TOTAL NUMBER LINE ITEMS REQUESTED FROM STOCK(Y-T-D) INTO THE NUMBER OF LINE ITEMS THAT HAD QUANTITY ADJUSTED TO STANDARD PACK CARRY OUT ONE,(1) DECIMAL PLACE.

k. NUMBERLINE ITEM SPENDING B/O RELEASE - THE CURRENT NUMBER OF LINE ITEMS PENDINGBACKORDER RELEASE.

1. DIRECT ISSUE

(1) NUMBER LINE ITEM5

a. CURRENT MONTH THE NUMBER OF DIRECT ISSUE LINE ITEMS PROCESSED IN THE CURRENT MONTH

b. YEAR-TO-DATE -THE NUMBER OF DIRECT ISSUE LINE ITEMS PROCESSED FROM THE BEGINNING OF MONTH THROUGH THE CURRENT MONTH.

(2). NUMBER DOCUMENTS

a. CURRENT MONTH -THE NUMBER OF DIRECT ISSUE DOCUMENTS PROCESSED IN THE CURRENT MONTH.

b. YEAR-TO-DATE - THE NUMBER OF DIRECT ISSUE DOCUMENTS PROCESSED FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT Mom.

m. VALUE OF DIRECT ISSUES

(1) CURRENT MONTH - RECEIPT VALUE OF THE DIRECT ISSUES FOR THE CURRENT MONTH.

(2)YEAR-TO-DATE RECEIPT VALUE OF THE DIRECT ISSUES FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH

n. VALUE OF STOCK ISSUES



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6AB continued

- (1) CURRENT MONTH - VALUE OF THE STOCK ISSUES FOR THE CURRENT MONTH.
- (2) YEAR-TO-DATE - VALUE OF THE STOCK ISSUES FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE  
CURRENT MONTH.



## 5-6.6AB REPORT LAYOUT

REPORT NO. 76 ANALYSIS OF ISSUES BY USER  
SUBSTAT:  
USER:

DATE

PAGE

	DRUGS	MEDICAL	SUBSIST	LABORATORY	OFF/ADMIN	ALL OTHER	TOTAL
SCHEDULED STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	X,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
UNSCHEDULED STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
TOTAL STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NUMBER LINE ITEMS WITH ZERO ISSUE PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NUMBER LINE ITEMS WITH PARTIAL ISSUE PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NUMBER LINE ITEMS BACK ORDERED PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NUMBER LINE ITEMS WITH QUANTITY ADJUSTED PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
NUMBER LINE ITEMS PENDING O/D RELEASE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
DIRECT ISSUE							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
VALUE OF DIRECT ISSUES - - - CURRENT MONTH	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
YEAR-TO-DATE	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX
VALUE OF STOCK ISSUES - CURRENT MONTH	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX
YEAR-TO-DATE	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX	XX,XXX,XXX



MANAGEMENT SERVICES

CHAPTER 6

SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6AC REPORT NO. 77, ANALYSIS OF ISSUES BY SUB-STATION

(1) GENERAL INFORMATION

- a. FREQUENCY-END OF MONTH
- b. REPORT SEQUENCE - AREA; STATION; SUB-STATION; GL ACCOUNT
- c. START NEW PAGE - CHANGE IN AREA; STATION; SUB-STATION
- d. PRINTING - REGULAR 2 PART PAPER, 14 7/8 X 11 INCHES
- t?. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT.

(2) SELECTION OF DATA FOR THIS REPORT

- a. INFORMATION FOR THIS REPORT IS SELECTED FROM AUXILIARY SUPPLY FILES AND LOOK-UP TABLE NO. 20.

(3) REPORT CONTENTS

- a. SAME AS REPORT NO. 76 EXCEPT TOTALS ARE SUB-STATION.

(4) REPORT TOTALS

- a. ACCUMULATE TOTALS FOR REPORT NO. 78.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

--a--

## 5-6.6AC REPORT LAYOUT

REPORT NO. 77 ANALYSIS OF ISSUES BY SUBSTATION  
SUBSTATION:

DATE

PAGE

	DRUGS	MEDICAL	SUBSIST	LABORATORY	OFF/ADMIN	ALL OTHER	TOTAL
SCHEDULED STOCK ISSUE REQUEST NUMBER LINE ITEMS - CURRENT MONTH YEAR-TO-DATE PERCENT	X, XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X
NUMBER DOCUMENTS - CURRENT MONTH YEAR-TO-DATE PERCENT	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X
UNSCHEDULED STOCK ISSUE REQUEST NUMBER LINE ITEMS - CURRENT MONTH YEAR-TO-DATE PERCENT	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X
NUMBER DOCUMENTS - CURRENT MONTH YEAR-TO-DATE PERCENT	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X
TOTAL STOCK ISSUE REQUEST NUMBER LINE ITEMS - CURRENT MONTH YEAR-TO-DATE	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X	XX,XXX XXX,XXX XX.X
NUMBER DOCUMENTS - CURRENT MONTH YEAR-TO-DATE	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X	X,XXX XX,XXX XX.X
NUMBER LINE ITEMS WITH ZERO ISSUE PERCENT	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X
NUMBER LINE ITEMS WITH PARTIAL ISSUE PERCENT	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X
NUMBER LINE ITEMS BACK ORDERED PERCENT	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X
NUMBER LINE ITEMS WITH QUANTITY ADJUSTED PERCENT	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X	XX,XXX XX.X
NUMBER LINE ITEMS PENDING C/O RELEASE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX
DIRECT ISSUE NUMBER LINE ITEMS - CURRENT MONTH - YEAR-TO-DATE	XX,XXX XXX,XXX	XX,XXX XXX,XXX	XX,XXX XXX,XXX	XX,XXX XXX,XXX	XX,XXX XXX,XXX	XX,XXX XXX,XXX	XX,XXX XXX,XXX
NUMBER DOCUMENTS - CURRENT MONTH - YEAR-TO-DATE	X,XXX XX,XXX	X,XXX XX,XXX	X,XXX XX,XXX	X,XXX XX,XXX	X,XXX XX,XXX	X,XXX XX,XXX	X,XXX XX,XXX
VALUE OF DIRECT ISSUES - - - CURRENT MONTH YEAR-TO-DATE	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX
VALUE OF STOCK ISSUES - - - CURRENT MONTH YEAR-TO-DATE	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX	X,XXX,XXX X,XXX,XXX



## MANAGEMENT-SERVICES

### **CHAPTER 6**

#### SUPPLY MANAGEMET - CENTRAL OPERATIONS

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#### S-6.6AD REPORT NO. 78, ANALYSIS OF ISSUES BY AREA

##### (1) GENERAL INFORMATION

- a. FREQUENCY-END OF MONTH
- b. REPORT SEQUENCE - AREA; STATION
- c. START NEW PAGE - CHANGE IN AREA; STATION
- d. PRINTING - REGULAR 2 PART PAPER, 14 7/8 X 11 INCHES
- f3. DISTRIBUTION - PRINTED COPIES TO SUPPLY CENTER DIRECTOR

##### (2) SELECTION OF DATA FOR THIS REPORT

- a. DATA FOR THIS REPORT IS ACCUMULATED FROM REPORT NO. 77.

##### (3) REPORT CONTENTS

- a. SAME AS REPORT NO. 76, EXCEPT TOTALS ARE-FOR THE AREA/STATION.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

## 5-6.6AD REPORT LAYOUT

REPORT NO. 78 ANALYSIS OF ISSUES BY AREA	DATE	PAGE					
	DRUGS	MEDICAL	SUBSIST	LABORATORY	DEF/ADMIN	ALL OTHER	TOTAL
SCHEDULED STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	X,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	XX,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
UNSCHEDULED STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	XX,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
PERCENT	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X	XX.X
TOTAL STOCK ISSUE REQUEST							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	XX,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
NUMBER LINE ITEMS WITH ZERO ISSUE PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
NUMBER LINE ITEMS WITH PARTIAL ISSUE PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
NUMBER LINE ITEMS BACK ORDERED PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
NUMBER LINE ITEMS WITH QUANTITY ADJUSTED PERCENT	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
NUMBER LINE ITEMS PENDING B/D RELEASE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
DIRECT ISSUE							
NUMBER LINE ITEMS - CURRENT MONTH	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
YEAR-TO-DATE	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	XXX,XXX	X,XXX,XXX
NUMBER DOCUMENTS - CURRENT MONTH	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	X,XXX	XX,XXX
YEAR-TO-DATE	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XX,XXX	XXX,XXX
VALUE OF DIRECT ISSUES - - - CURRENT MONTH	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	XX,XXX,XXX
YEAR-TO-DATE	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	XX,XXX,XXX
VALUE OF STOCK ISSUES - - - CURRENT MONTH	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	XX,XXX,XXX
YEAR-TO-DATE	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	X,XXX,XXX	XX,XXX,XXX



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.6AE REPORT NO. 79, SUMMARY OF ISSUE BY PROGRAM

###### (1) GENERAL INFORMATION

- a. FREQUENCY-END OF MONTH
- b. REPORT SEQUENCE - ARE. STATION; PROGRAM CODE; SUB-STATION; USER CODE; GL ACCOUNT
- c. START NEW PAGE - CHANGE IN AREA; STATION; PROGRAM CODE
- d. PRINTING - REGULAR 2 PART PAPER, 14 7/8 X 11 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO INVENTORY MANAGEMENT .

###### (2) SELECTION OF DATA FOR THIS REPORT

- a. INFORMATION FOR THIS REPORT IS SELECTED FROM AUXILIARY SUPPLY FILE NO. 2 AND LOOK-UP TABLE NOS. 20 AND 22.

###### (3) REPORT CONTENTS

- a. DATE - PRINT THE PROCESSING DATE, CALENDAR MONTH, DAY AND YEAR.
- b. PAGE - COMPUTER GENERATED
- c. AREA - PRINT AREA NAME
- d. PROGRAM - PRINT THE PROGRAM CODE AND OBTAIN PROGRAM NAME FROM LOOK-UP TABLE NO. 22. THE FIRST TWO(2) DIGITS OF THE USER CODE IS THE PROGRAM CODE.
- e. SUB-STATION - PRINT THE SUB-STATION NAME. OBTAIN NAME FROM LOOK-UP TABLE NO. 20.
- f. USER - PRINT THE USER NAME. OBTAIN NAME FROM LOOK-UP TABLE NO, 20.



5-6.6AE continued

g. ACCOUNT - FOR ACCOUNT 1 RECORDS, PRINT "DRUGS"; FOR ACCOUNT 2 RECORDS, PRINT "MEDICAL"; ACCOUNT 3 "SUBSIST"; ACCOUNT 4, PRINT "LABORATORY"; ACCOUNT 5, PRINT "OFFICE/ADM"; ACCOUNT 9, PRINT "OTHER".

h. STOCK ISSUE VALUE

(1) CURRENT MONTH-VALUE OF THE MONTH STOCK ISSUES.

(2) YEAR-TO-DATE: VALUE OF THE STOCK ISSUES FROM THE BEGINNING OF THE FISCAL YEAR THROUGH TH CURRENT MONTH

1. DIREC3 ISSUEVALUE

(1) CURRENT MONTH-VALUE OF CURRENT MONTH'S DIRECT ISSUES.

(2) YEAR-TO-DATE VALUE OF THE DIRECT ISSUES FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH

5 TOTALISSUE VALUE

(1) CURRENT MONTH - TOTAL VALUE OF STOCK AND DIRECT ISSUES FOR THE CURRENT MONTH.

(2) YEAR-TO-DATE~TOTAL VALUE OF STOCK AND DIRECT ISSUES FROM THE BEGINNING OF THE FISCAL YEAR

k. STOCK LINE ITEMS

(1) REQUESTED CURRENT MONTH - THE NUMBER OF LINE ITEMS REQUESTED FROM STOCK IN THE CURRENT MONTH.

(2) REQUESTED YEAR-TO-DATE - THE NUMBER OF LINE ITEMS REQUESTED FROM STOCK FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH.



5-6.6A.E continued

(3) STOCK OUTS - PERCENT OF THE LINE ITEMS REQUESTED THAT HAD ZERO (0) ISSUED. DIVIDE THE  
 $\frac{\text{Y-T-D Y-T-D LINE ITEMS REQUESTED}}{\text{Y-T-D LINE ITEMS REQUESTED}}$  INTO THE NUMBER OF LINE ITEMS THAT WERE OUT. CARRY OUT ONE (1)  
DECIMAL PLACE.

1. DIRECT ISSUE LINE ITEMS

(1) CURRENT MONTH - THE NUMBER OF LINE ITEMS RECEIVED AS DIRECT ISSUE IN THE CURRENT MONTH.

(2) YEAR-TO-DATE THE NUMBER OF LINE ITEMS RECEIVED RECEIVED AS DIRECT ISSUE FROM THE BEGINNING OF THE FY THROUGH CURRENT MONTH

.

m. STOCK ISSUE DOCUMENTS Y-T-D - THE NUMBER OF DIFFERENT ISSUE DOCUMENTS PROCESSED FROM THE  
B E G I N N I N G THROUGH THE CURRENT MONTH.

n. DIRECT ISSUE DOCUMENTS Y-T-D - THE NUMBER OF DIFFERENT DIRECT ISSUE RECEIVING REPORTS PROCESSED  
FROM THE BEGINNING OF THE FISCAL YEAR THROUGH THE CURRENT MONTH

(4) REPORT TOTALS

a. PROVIDE TOTALS BY USER AND SUB-STATION.

b. PROVIDE OVERALL PROGRAM TOTALS BY ACCOUNT AND PROGRAM.



CHAPTER 6  
SUPPLY MANAGEMENT - CENTRAL OPERATIONS

PORT NO. 79 SUMMARY OF ISSUES BY PROGRAM  
ER:  
OGRAM: XX - KXXXKXXXXXXKXXXXKXXXXKXXXX

[illegible]



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

##### 5-6.6A.F REPORT NO. 80, ANALYSIS OF ISSUE VALUES BY ITEM /LOCATION/CATEGORY

###### (1) GENERAL INFORMATION

- a. FREQUENCY - AS REQUESTED
- b. REPORT SEQUENCE - AREA; STATION; ACCOUNT CODE; OBJECT-SUBOBJECT CODE; CATEGORY CODE; FIRST 20 CHARACTERS OF DESCRIPTION; SUB-STATION CODE
- c. PAGE BREAKS - CHANGE IN AREA; STATION; ACCOUNT CODE; OBJECT-SUBOBJECT CODE; CATEGORY CODE
- d. PRINTING - SMALL 2 PART PAPER, 9 1/2 x 11 INCHES
- e. DISTRIBUTION - PRINTED COPIES TO REQUESTOR

###### (2) MENUS - REPORT SELECTION OPTIONS

- a. FIRST MENU WILL LIST THE VARIOUS GL ACCOUNT CODES THAT ARE AVAILABLE FOR SELECTION. YOU CAN SELECT ONE OR ALL OF THE ACCOUNT CODES.

###### (1) EXAMPLE OF FIRST MENU:

1 - DRUGS  
2 - MEDICAL/DENTAL/SURGICAL/X-RAY  
3- SUBSISTENCE  
4 - LABORATORY  
5 - OFFICE/ADMINISTRATIVE  
9 - OTHER SUPPLIES  
A - ALL ACCOUNTS  
ENTER SELECTION \_\_\_\_\_

- b. SECOND MENU WILL LIST THE VARIOUS OBJECT-SUBOBJECT CODES THAT ARE AVAILABLE FOR THE ACCOUNT CODE SELECTED.



## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

S-6.6AF continued

(2) EXAMPLE OF SECOND MENU: (ASSUME YOU SELECTED ACCOUNT 9 IN THE FIRST SELECTION).

K - 26.9A KITCHEN 6 DIETETIC  
P - 26.9D PATIENT CLOTHING  
U - 26.9E UNIFORMS FOR NON-MEDICAL PERSONNEL  
B - 26.96 B f, G SUPPLIES  
H - 26.95 HOUSEKEEPING & JANITORIAL  
L - 26.9X LAUNDRY SUPPLIES  
O - 26.92 OTHER  
A -ALL OF THE ABOVE  
ENTER SELECTION \_\_\_\_\_

THIRD MENU WILL LIST THE VARIOUS CATEGORY CODES THAT ARE AVAILABLE FOR THE OBJECT-SUBOBJECT CODE SELECTED.

(1) EXAMPLE OF THIRD MENU. ASSUME YOU SELECTED H, 26.9J HOUSEKEEPING & JANITORIAL, IN THE SECOND SELECTION.)

B - BAGS, PLASTIC  
D - DETERCZNTS / DISINFECTANTS / WAXES  
P - PAPER PRODUCTS  
O-OTHER  
A-ALL OF THE ABOVE  
ENTER SELECTION \_\_\_\_\_

(2) IF YOU ENTERED B IN THE THIRD MENU SELECTION, YOU WOULD GET REPORT NO. 80 FOR ALL PLASTIC BAGS THAT ARE IN ACCOUNT 9, HAVE OBJECT -SUBOBJECT CODE 26.9J AND HAVE A CATEGORY CODE B.

(3) SELECTION OF ITEMS FOR REPORT

SELECT ALL SUPPLY MASTER RECORDS AND STOCK ISSUE BOOK MASTER RECORDS THAT PERTAINS TO THE OPTION(S) REQUESTED / SELECTED.







## MANAGEMENT SERVICES

### CHAPTER 6

#### SUPPLY MANAGEMENT - CENTRAL OPERATIONS

5-6.6AF continued

#### (4) REPORT CONTENTS

- a. PAGE-COMPUTER GENERATED.
- b. AREA - PRINT AREA CODE AND NAME,
- c. DATE - PRINT PROCESSING DATE.
- d. STATION - PRINT STATION CODE AND NAME.
- e. ACCOUNT CODE - PRINT ACCOUNT CODE.
- f. OBJECT-SUBOBJECT CODE - PRINT IN A 2-2 GROUPING, SEPARATED WITH A DECIMAL,
- g. CATEGORY - PRINT CATEGORY NAME. OBTAIN FROM LOOK-UP TABLE NO. 7.
- h. INDEX NUMBER - PRINT IN A 5-1 GROUPING, SEPARATED WITH A DECIMAL.
- i. ITEM DESCRIPTION - PRINT IN A 30-30 GROUPING, SEPARATED WITH A BLANK SPACE.
- j<sub>e</sub> USING LOCATION - OBTAIN NAME OF USING LOCATION FROM LOOK-UP TABLE NO. 20 BASED ON THE SUB-STATION CODE CONTAINED IN THE STOCK ISSUE BOOK MASTERS.
- k. STORES STOCK ISSUE VALUES BY LOCATION/ITEM
  - (1)\*> CURRENT YEAR VALUES - PRINT. CURENT FISCAL YEAR FOR HEADER AND ACCUMULATE CURRENT FISCAL YEAR ISSUE VALUE FROM STOCK ISSUE **BOOK MASTER RECORDS**. ROUND TOTAL VALUE OFF TO WHOLE DOLLARS PRIOR TO PRINTING.
  - (2) PREVIOUS YEAR VALUES - PRINT PREVIOUS FISCAL YEAR FOR HEADER AND ACCUMULATE PREVIOUS FISCAL YEAR ISSUE VALUE FROM STOCK ISSUE BOOK MASTER RECORDS. ROUND TOTAL VALUE OFF TO WHOLE DOLLARS PRIOR TO PRINTING.



5-6.6AF continued

- (3) PREVIOUS-PREVIOUS YEAR VALUES - PRINT PREVIOUS-PREVIOUS FISCAL YEAR FOR HEADER AND ACUMULATE ISSUE VALUE FROM STOCK ISSUE BOOK MASTER RECORDS. ROUND OFF TOTAL VALUE TO WHOLE DOLLAR PRIOR TO PRINTING.

1. PERCENT OF TOTAL ISSUE VALUE BY USING LOCATION

- (1) CURRENT YEAR PERCENT - PRINT CURRENT FISCAL YEAR FOR HEADER. DIVIDE USING LOCATION CURRENT ~~YEAR~~ ISSUE VALUE BY TOTAL ITEM CURRENT YEAR ISSUE VALUE TO ARRIVE AT THE PERCENTAGE USED BY LOCATION. CARRY OUT ONE (1) DECIMAL PLACE.
- (2) PREVIOUS YEAR PERCENT - PRINT PREVIOUS FISCAL YEAR FOR HEADER. DIVIDE USING LOCATION PREVIOUS YEAR ITEM PREVIOUS YEAR ISSUE VALUE TO ARRIVE AT THE PERCENTAGE BY LOCATION. CARRY OUT ONE (1) DECIMAL PLACE.
- .(3) PREVIOUS-PREVIOUS YEAR PERCENT - PRINT PREVIOUS-PREVIOUS FISCAL YEAR FOR DEADER. DIVIDE USING LOCATION PREVIOUS YEAR ISSUE VALUE BY TOTAL ITEM PREVIOUS-PREVIOUS YEAR ISSUE VALUE TO ARRIVE AT THE PERCENTAGE BY LOCATION. CARRY OUT ONE (1) DECIMAL PLACE.

- m. UI (UNIT OF ISSUE) - PRINT THE STATION/AREA UNIT OF ISSUE.

(53) REPORT TOTALS

- a. PROVIDE TOTAL ISSUE VALUES BY ITEM.
- b. PROVIDE TOTAL ISSUE VALUES BY CATEGORY AND USING LOCATIONS WITHIN CATEGORY.
- c. PROVIDE TOTAL ISSUE PERCENTAGES BY USING LOCATION WITH CATEGORY.